
DU Departments are responsible for their events, project, and the contracts that they enter, including getting certificates of insurance. If a contract is for a period of time that necessitates renewal certificates of insurance to be collected, please send them (via email if possible) to the email in Section IV below.

:

[Redacted]

[Redacted]

(Your Department's Name)

[Redacted]

(Your Department's Mailing Address)

[Redacted]

showing insurance coverage relevant to the event, project, or contract. Please prove proof of the following amounts. *Lines of coverage and limits of liability may vary for high-risk activities*

_____ Additional Insured

Please list University of Denver as additional insured in the description section of the certificate for all coverage for General Liability or as noted: "The University of Denver shall be named "additional insured" as respects their interest in _____ with anticipated dates of _____ through _____.

_____ Standard General Liability requirements:

A minimum of \$1 Million per occurrence/\$2 Million aggregate

Sub limits should include a minimum of \$250,000 fire legal liability unless otherwise noted for all

_____ Automobile Liability:

All contracts must state the university's legal name in the recital section. Standard insurance terms for all third-party vendors plus any additional insurance requirements are listed in Section III of this document. The Contracts shall name the University as additional insured with the following language in the "description" section of the Certificate of Insurance (COI):

"The University of Denver is named an additional insured as respects their interests." Date _____
Activity _____

Please determine if this is a one-time or short-term need,

Yes, please email them to your DU contact's email: _____ (please provide a personal or departmental email address)

No

We understand that there has not been communication about Certificates of Insurance, and we have identified a large gap in the process that collectively we need to fill.

Departments (specifically the person managing the contact/project/event) & sp oa ibp su

