PACIFIC UNIVERSITY INSURANCE REQUIREMENTS
Please provide to your insurance company to ensure appropriate coverage

Certificate of Insurance: Licensee must, at its own expense, provide University Conference Services with a certificate of comprehensive liability insurance for the Event with coverage for bodily injury and property damage liability with combined single limits of not less than one million dollars ($1,000,000) per occurrence. The policy shall cover all risks arising directly or indirectly out of Licensee's use and occupancy of the Facility and all activities related to the Event bearing an endorsement naming Pacific University its officers, agents and employees as additional insured.

Primary Coverage: Licensee agrees that the insurance coverage so purchased shall be primary coverage and waives all rights of subrogation.

Sexual Molestation Insurance: When Event includes participants under 18 years of age, Licensee will also provide a certificate of sexual molestation insurance, with a minimum coverage of $250,000 per occurrence.

Individual Participant Insurance: Licensee must also provide verification of participant accident insurance with medical limits no less than $5,000.

Insurance Company: All such insurance policies shall be carried by an insurance company or companies that are, at all times, qualified to conduct business in the State of Oregon and, at all times, have a Best’s Key Rating Guide Property-Casualty United States Rating of at least an A- and a financial rating of VI (based on the most current edition of A.M. Best’s Key Rating Guide).

Deductible: Any deductible which is part of any insurance policy required hereunder shall be paid for and assumed by, and at the sole risk of Licensee. The University shall not be responsible for the payment of any such deductible. No deductible shall exceed $10,000, however.

10 Day Requirement: The insurance certificate and additional insured endorsement referenced above must be received by the University no less than ten (10) days prior to the beginning of the event. Each such certificate shall contain a valid provision or endorsement that the policy may not be cancelled, terminated, changed, or modified without giving at least ten days written notice to University. Providing and maintaining required insurance coverage are material terms of this Agreement

The above is to be faxed, mailed, or emailed to:
Lois Hornberger, Director
Conference and Event Support Services
2043 College Way, UC A-144
Forest Grove, OR 97116
Fax: 503.352.3189
Email: conferences@pacificu.edu
Questions? Call: 503.352.2111