

## CHECKLIST FOR INSURANCE REQUIREMENTS

*This checklist will assist you in obtaining the required insurance for your event. Failure to provide the requested insurance information within prescribed time limits will result in the cancellation of your event.*

- USER shall at its own expense obtain and maintain primary insurance during the term of this Agreement with limits not less than:

Insurance	Limits
General Liability	\$1,000,000 per occurrence
General Aggregate	\$ 2,000,000
*Workers' Compensation	As required under California State Law.
*Employer Liability	\$ 1,000,000
*Business Automobile Liability – for owned, scheduled, non-owned, or hired automobiles	\$1,000,000

*\*When appropriate*

- User must provide a signed endorsement from their insurer stating the following:

The State of California, the Trustees of the California State University, California State University, Long Beach, the Associated Students, California State University Long Beach, and the employees, officers, volunteers, and agents of each of them, are included as additional insureds.

- The INSURER'S rating must be AM Best, A VII or equivalent.

- User must provide a Certificate of Insurance issued to the ASI stating the following:

The insurer will not cancel, modify or change the insured's coverage without ten (10) days prior notice to the Associated Students, California State University Long Beach; and the Board of Trustees, the California State University and the Associated Students, California State University Long Beach, and the employees, officers, volunteers and agents of each of them will not be responsible for any premiums or assessments on the policy.

- The above statement must be stated in its entirety, word for word, no abbreviations, etc.

- If the above statement does not fit on the certificate, please note "See attached for additional insured wording" on the certificate and attach to the certificate.

- The Certificate of Insurance must state that the Certificate Holder is the following:

**Associated Students,  
California State University, Long Beach  
1212 Bellflower Boulevard  
Long Beach, CA 90815**

- Certificate of Insurance is submitted to the USU Conference & Events Center by the deadline; 1 month/30 days prior to event.