

# PROCEDURES FOR REQUESTING GENERAL LIABILITY CERTIFICATES OF INSURANCE

## FOR ON OR OFF-CAMPUS EVENTS/ACTIVITIES

1. Complete and submit the SWACC GL Certificate of Coverage Request form to Risk Management. Risk Management will process request and forward certificate of insurance to requesting department upon receipt.
2. In addition to #1 - **ANY VENDOR(S) REQUESTING TO BE ENDORSED AS “ADDITIONAL INSURED” OR “LOSS PAYEE” WILL BE REQUIRED TO PROVIDE AN AGREEMENT/CONTRACT STATING INSURANCE REQUIREMENTS, OR INSURANCE REQUIREMENTS CAN BE STATED ON THE VENDOR’S LETTERHEAD. THE DOCUMENTS SHOULD BE FORWARDED TO RISK MANAGEMENT FOR REVIEW PRIOR TO ISSUING A CERTIFICATE OF INSURANCE.**
3. ALL REQUESTS SHOULD BE RECEIVED BY RISK MANAGEMENT NOT LATER THAN 7-10 BUSINESS DAYS PRIOR TO EVENT.

**Please contact Risk Management at ext. 4102 if you have any additional questions or comments.**