As an affiliated vendor with the University of Miami (UM), we require a copy of your current Certificate of Liability Insurance (COI). Vendors should provide specific insurance for their products and/or services. Kindly provide us with a copy of the ACORD® form for your COI as we do not need a copy of your insurance policy. If you do not have a copy of this document, please contact your insurance agent.

The minimum requirements for each type of liability insurance are listed below. All vendors wishing to provide the University products and/or services are required to maintain the appropriate coverages and limits. Vendors are not required to carry all of the policies listed below, only those which apply to the product or service provided, as determined by the Office of Risk Management. Additional coverage/limits may be required for special services or activities.

**NOTE: The University of Miami must be named as an additional insured with respect to General Liability.** As such, the following phrase must appear on the certificate: “The University of Miami, a non-profit corporation, is named as an additional insured with respect to general liability coverage.”

**CERTIFICATE HOLDER:** (must appear exactly as below on the ACORD®)

University of Miami  
Risk Management  
P.O. Box 248106  
Coral Gables, FL 33124-2945

**COMMERCIAL GENERAL LIABILITY** (required for ALL vendors)  
Limits: $1,000,000 (Each Occurrence)/$2,000,000 (General Aggregate)  
Policy Endorsements:  
• Damage to Rented Premises  
• Medical Expense (any one person)  
• Personal & Adv. Injury  
• Products – Comp/Op Aggregate  
• Bodily injury/Contractual/Independent Contractors

**AUTOMOBILE LIABILITY** (required for use of commercial vehicle(s) on campus)  
Limits: $1,000,000 (Bodily Injury/Property Damage)  
Policy Endorsements:  
• All vehicles

**WORKERS COMPENSATION**  
Statutory limits set by the State of Florida.

**LIQUOR LIABILITY** (required for service of any alcoholic beverages (e.g. beer, wine, and spirits)  
May be a separate policy or included in Commercial General Liability above.

**PROFESSIONAL LIABILITY**  
Policy Endorsements:  
• Medical/Health  
  Limits: $1,000,000 (Each Occurrence)/$3,000,000 (Aggregate)  
• All other Professional Liability  
  Limits: $1,000,000 (Each Occurrence)/$1,000,000 (Aggregate)

The COI must be submitted to the Student Center Complex (SCC) Events & Reservations Office at least (2) two weeks prior to the reservation event date to allow time for review and approval. The requirement to provide a valid COI will not be considered complete until the COI has been approved by the University Office of Risk Management. If you have any questions regarding insurance requirements please contact Office of Risk Management at 305-284-3163. Thank you in advance for your prompt response.

Revised May 17, 2018
CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/30/2015

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

AGENCY NAME
123 MAIN ST
BURBANK CA 91502

CONTACT NAME

AGENT NAME

PHONE (AC No. Ext.)

FAX (AC No. Ext.)

E-MAIL ADDRESS

INSURER(S) AFFORDING COVERAGE

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

CERTIFICATE HOLDER CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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