

Event Services

221 Squires Student Center (0138)
540.231.5005
eventservices@vt.edu



STUDENT AFFAIRS
STUDENT ENGAGEMENT
AND CAMPUS LIFE
VIRGINIA TECH.

Risk Management & Certificates of Insurance

Risk Management is the process of planning, organizing, leading, and controlling the activities of an organization to minimize the adverse effect of accidents or loss. The focus is to protect human health and the campus environment, ensuring regulatory compliance and protecting University interests and assets.

Risk

There are two types of risk to which a participant in an activity can be exposed: Physical and Legal liability

- Physical - the dangers and hazards that are an inherent part of the activity.
- Legal Liability - the risk that the organizers of the activity will behave negligently toward a participant by not meeting the reasonable standard of care that is required by law.

Coverage

- University departments and employees, University Student Leadership Programs (USLPs), and certain volunteers are covered under Virginia Tech's General Liability Insurance policy
- University Chartered Student Organizations (UCSOs), Registered Student Organizations (RSOs), and non-university organizations are NOT covered under Virginia Tech's General Liability Insurance policy
- Certificates of Insurance Requirements:
 - Minimum general liability coverage (commercial general liability) amount of \$1,000,000 per occurrence
 - MUST name "Virginia Polytechnic Institute and State University" and the "Commonwealth of Virginia" as additional insured and certificate holders
 - Must include organization name(s), event date(s), and location(s) in the description area
 - Organizations MUST submit certificates of insurance to the Event Services no later than 21 business days prior to the event
- Insurance will most likely be required for events:
 - Expecting 300+ people in attendance
 - Involving minors, persons under the age of 18, as participants
 - Involving food sales or consumption
 - Involving non-University groups, speakers, performers, etc.
 - Alcohol is being served
 - Demonstrations/rallies
 - Fireworks
 - Large exhibits
 - Parades/marches
 - Parties/dances
 - Recreational activities
 - Road races/walks/runs
 - Tents, inflatable devices, climbing walls, etc.
 - Martial arts and dance group practices and performances/exhibitions
 - Theatrical set construction and/or special effects
 - Unusual or extraordinary activities
 - Various events determined to have a higher than normal level of risk or concern for safety
 - Other events per requirements by the Risk Management Office
 - Some events may require additional event insurance or an increase in the general liability coverage per requirements by the Risk Management Office

For more information, contact the Virginia Tech Risk Management Office at 231-7439 or North End Center Suite 3300, 300 Turner Street, Blacksburg, VA 24061 (Mail Code 0310).
You may also access the Office of Risk Management web site at <http://risk.controller.vt.edu/vi/campus.html>

Last Updated:
07/19 SS

CERTIFICATE OF INSURANCE

PRODUCER Insurance Agency Information Company Name, Contact & Address	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <input checked="" type="checkbox"/> Event Specific
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INSURED Organization information Organization Name (requesting insurance), Contact & Address	COMPANIES AFFORDING COVERAGE COMPANY A COMPANY B COMPANY C
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COVERAGES
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS
A	General Liability <input checked="" type="checkbox"/> Commercial General Liability <input type="checkbox"/> Occurrence <input type="checkbox"/> Hos Liquor Liability				General Aggregate Products/Comp/Op Agg Personal & Adv Injury Each Occurrence Fire Damage (Any one fire) Med Expense (Any one person)
	<input type="checkbox"/> Automobile Liability <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owner Autos <input type="checkbox"/> Garage Liability				Combined Single Limit Bodily Injury Person Bodily Injury Accident Property Damage
	<input type="checkbox"/> Excess Liability <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other Than Umbrella Form				Each Occurrence Aggregate
	Worker's Compensation And Employers' Liability				Statutory Limits Each Accident Disease Limit Disease Each Employee
	Other:				Other Limit:

Description of Operations/Locations/Vehicles/Special Items (please use exact wording/info):
Certificate Holders are named as additional insured for (Event Title) on (Event Date(s)) on Virginia Polytechnic Institute & State University's campus held by (Organization Name).

Certificate Holder <ul style="list-style-type: none"> Virginia Polytechnic Institute & State University and Commonwealth of VA 	Cancellation Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice or 10 days notice for nonpayment of premium, to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. Authorized Representative X (Signature Required)
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SAMPLE