



*COLGATE UNIVERSITY*  
*INSURANCE REQUIREMENTS FOR*  
*VENDORS/THIRD PARTY USE OF FACILITIES*

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It is the policy of Colgate University that before any outside parties can sell a product, conduct an event, commence construction or repair work, supply leased equipment or utilize Colgate premises, a Certificate of Insurance must be received by the Treasurer's Office evidencing the following coverage and limits:

General Liability including Products and/or Completed Operations: \$1,000,000

Automobile Liability: \$1,000,000 Combined Single Limit (if your business requires you and/or your employees to drive on Colgate University campus)

Worker's Compensation: Statutory New York State Coverage (if your business requires you and/or your employees to be on Colgate University campus)

Colgate University reserves the right to request Umbrella Liability with a \$5,000,000 limit and Errors and Omissions/Professional Liability for large contracts. All required insurance policies shall name Colgate University as an additional insured. These policies shall be primary insurance ahead of any insurance carried by the University. A Certificate of Insurance shall be submitted to the Treasurer's office at Colgate University prior to the sale, event or commencement or work. Thirty (30) days prior written notice of cancellation of or any changes in any policy shall be given to the Owner by contacting the Treasurer's Office at Colgate University.