



EVENT INSURANCE ASSESSMENT SCHEDULE B

(For Off-Campus Sponsors / Independent Contractors Only)

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
 5154 State University Drive, Rm # 107
 Los Angeles, CA 90032-8636
 Phone: (323) 343-2465 Fax (323) 343-2454

The University-Student Union (U-SU) requires evidence of adequate insurance from off-campus groups hosting meetings and events at the U-SU facilities by furnishing the U-SU a certificate or certificates of insurance that include additional insured endorsements.

If the group is not currently insured, the group must purchase and prove certification of special event insurance.

All certificates must name the University-Student Union, the State of California, the Trustees of the California State University, the California State University, Los Angeles, and their officers, agents, employees and volunteers as additional insured. The general liability limit must be of no less than one million dollars (\$1,000,000).

University Campus Risk Management may be consulted by the U-SU for cases in which the potential risk may warrant specific insurance coverage.

An assessment of the event may determine that the event is in one of the following low risk criteria and may be considered for a waiver from the insurance provisions above:

Low Risk Criteria (Check all that apply)	
<input type="checkbox"/> Data collection	<input type="checkbox"/> Lecture
<input type="checkbox"/> Evaluation	<input type="checkbox"/> Sole proprietor
<input type="checkbox"/> Honorarium	<input type="checkbox"/> Stationary work
<input type="checkbox"/> Instructional support	<input type="checkbox"/> Supervised by U-SU or Cal State LA staff
<input type="checkbox"/> None of the above are applicable	

Name: _____ Signature: _____

Date: _____

OFFICE USE ONLY		
Waiver of Insurance provisions is granted? <input type="radio"/> Yes <input type="radio"/> No		
Reviewed by	Signature	Date

Notes: _____

