



POLICY STATEMENT

NO. 3.25.00

COORDINATED BY: Business Affairs Office and Student Affairs Office

EFFECTIVE: July 1, 2014

PUBLISHED ONLINE AT:

<http://www.lsus.edu/Documents/Offices%20and%20Services/PoliciesAndManuals/3.25.00.pdf>

SUBJECT: Insurance Requirements for Facility Usage

I. PURPOSE

To define insurance requirements during the use of facilities on the campus of LSU Shreveport.

II. POLICY

This policy sets guidelines for insurance that may be required for facility usage and insurance that may be required for services to be performed on campus during facility usage.

III. INSURANCE COVERAGE REQUIREMENTS

All contractors, vendors, and service providers must carry the minimum stated amount of insurance to provide goods or consumables or perform services on campus. For example, insurance is required by, but is not limited to, the following:

- Alcohol Service Providers
- Bands
- Cake Providers (delivered)
- Caterers and Food Service Providers
- Churches
- Disc Jockey Services
- Event Preparation Services
- Non-Profit Organizations
- Post-Secondary Institutions
- Primary and Secondary Institutions
- Rental Agencies
- Ride or Amusement Providers

Additional insurance may be required as determined by contract or the Vice Chancellor for Business Affairs.

IV. INSURANCE POLICY REQUIREMENTS

For all policies submitted to the university, the following requirements must be met at least thirty (30) business days prior to any scheduled event where insurance is required.

- The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College must be a certificate holder.
- The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College must be a blanket additionally insured by endorsement.

V. INSURANCE COVERAGE REQUIREMENTS

The following types and amounts of insurance are required for the use of university facilities, unless otherwise stated in this policy:

AUTOMOBILE INSURANCE

The state minimum requirements for automobile insurance must be met for any vehicle that will be used to provide or transport goods, consumables, or services to or on campus.

GENERAL LIABILITY

One million dollars (\$1,000,000) in comprehensive general liability coverage is required.

HOST LIQUOR LIABILITY

Host liquor liability insurance coverage is a required endorsement for any event that is serving alcoholic beverages.

INSURANCE COMPANY RATING

Each insurance policy required by this policy shall be placed with insurers with a Best's rating of no less than A:VI.

WORKERS' COMPENSATION

The state minimum worker's compensation insurance is required for all workers that perform services for contracted service providers.

VI. ALTERNATIVE MEANS OF COVERAGE

To the extent available, facility users may elect to purchase coverage in the form of a special event policy necessary to satisfy these requirements.

VII. IMPLEMENTATION

The requirements outlined in this policy will be effective July 1, 2014.

VIII. WAIVER OF COVERAGE

Any waiver of coverage requirements must be with written consent of Vice Chancellor for Business Affairs.

AUTHORIZED:

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Date

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Date

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