Any rental of campus space by an external group or individual requires a Certificate of Insurance to be issued as follows. This is a summary statement designed to assist you and your insurance agent in fulfilling this requirement.

Certificate Holder
The Curators of the University of Missouri
University of Missouri-St. Louis
1 University Boulevard
St. Louis, MO 63121-4400

Certificate of Insurance evidencing current coverage
1. Commercial General Liability: not less than $1,000,000 each occurrence, $2,000,000 annual aggregate
   a. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.
   b. Coverage shall be primary and COI shall state policy is primary to any other valid or collectible insurance in force.
2. Workers’ Compensation & Employer’s Liability: $500,000 for each accident, disease per employee, and disease policy limit.
   a. If no employees will be on site for event, please provide a letter on company letterhead so stating.
   b. Facility User with employees must carry the state statutory minimum worker’ compensation coverage limits.
   c. Where applicable, if Facility User has less than 5 employees the Facility User may submit a Request for Worker’s Compensation Waiver.
3. If Facility User is engaging a caterer to serve alcoholic beverages, that caterer must supply a Certificate of Insurance proving liquor liability coverage written on an “occurrence basis” and have limits not less than $1,000,000 each claim or each common cause and at least a $1,000,000 aggregate. "The Curators of the University of Missouri," its officers, employees and agents should be named as "Additional Insured" on such policy.
4. If Facility User is engaging a valet or car parking service, that vendor must supply a certificate providing automobile liability coverage at a limit of not less than $1,000,000 each occurrence.
5. Umbrella Policies: Facility User may satisfy the minimum liability requirements under an Umbrella or Excess Liability Policy. The Annual Aggregate limit shall not be less than the highest “Each Occurrence” limit stated above. Facility User must endorse "The Curators of the University of Missouri" as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a “Follow-Form” basis.

Dates of Coverage
Include all time the group will be on University property. This includes setup, rehearsals, the event itself, and/or any load-out.
   OR
Certificate may be issued as blanket coverage if multiple events are scheduled within the year.

Additional Insured
"The Curators of the University of Missouri” must be named as additional insured in the “Description” box of the Certificate of Insurance.

Certificate may be mailed to 300 Touhill Performing Arts Center, 1 University Blvd, St. Louis, MO 63121-4400; emailed to Gleason@umsl.edu; or faxed to 314-516-4110 and must be received at least 14 days prior to first day of operation.