

For Office Use Only:
 Initial: _____
 Date: _____

UMD Registered Student Organization Proof of Insurance Policy

As a result of their independent and autonomous status from the University of Minnesota, registered student organizations are required to provide proof of insurance in order to conduct activities in University facilities.

There are three ways to be insured:

1. **General Liability Insurance** through K & K Insurance Co. provides annual coverage for organizations. It covers small group meetings on-campus, bake sales, educational meetings, picnics, cookouts, etc. Social, service, and academic Greek organizations are *not* eligible to purchase this type of insurance. Political and religious groups may submit an application and the insurance is subject to the underwriter's approval.
2. **Special Event Insurance** through K & K Insurance Co. is required for any large scale event [examples: sporting event, dunk tanks, concerts, watercrafts, etc] and meetings with over 100 attendees.
3. **You may insure your organization independently through another agency.** A copy of your insurance certificate will be required in order to reserve rooms and hold events at UMD.

Exceptions:

1. A registered student organization *does not* have to purchase either type of insurance if they hold their meeting/event in the Kirby Student Center or the Sports & Health Center Facilities.
2. A registered student organization *does not* need insurance in other buildings on campus to hold an informational meeting when attendees are less than 100 members and no alcohol is present.
3. A registered student organization *does not* have to purchase either type of insurance if they are conducting meetings/events that are sponsored/co-sponsored by a University Department. That is, the University Department has approved & fully supports the activities of the student organization.

Applications:

Both policy applications are available from the Kirby Room Reservationist (Verna Richardson, 134 KSC). The completed policy form, along with your check in the amount indicated below, should be given to the Kirby Room Reservationist at the time of the reservation of the room.

Costs:

General Liability Insurance is currently is \$12.50 per group member, annually.

Special Event Insurance costs, for on-campus events only, are:

		<u>Without Alcohol</u>	<u>With Alcohol</u>
0-100	Attendees (meeting)	\$0	\$69
0-100	Attendees (event)	\$46	\$69
101-500	Attendees	\$92	\$138
501-1000	Attendees	\$231	\$347
1001-5000	Attendees	\$289	\$434
5001 +	Attendees	\$445	\$668

If you are holding an event on consecutive days, you need only purchase one policy. The cost of the policy will be determined on the estimated combined attendance of all the days the event is held. Again, these policies only cover on-campus events held in University facilities. **If you go off-campus, you're responsible for your own insurance.** You may meet with Student Activities Staff to determine your need for a policy.

Your signature below indicates that you and your organization have been informed of, and agree to abide by, the insurance policy and procedures.

Name of Organization: _____

Signature of Officer: _____ Date: _____