

COUNTY COLLEGE OF MORRIS	
Business and Finance Division Policies and Procedures Manual	
Subject: INSURANCE COVERAGE FOR SPECIAL EVENTS AND FACILITIES USAGE BY OUTSIDE CLIENTS	Page: 17.03.01
	Date: Rev. 2/5/15

General

The College must comply with the Morris County Insurance Fund requirements for College sponsored events such as art exhibits, shows, fund raisers, special attractions and celebrations, etc., and when allowing an outside client to use College facilities. No event can be held on campus without appropriate approval in terms of insurance and safety requirements.

Policy

The Office of the Vice President for Business and Finance must be notified as early as possible of any planned special events or facilities usage by outside clients to ensure appropriate insurance coverage is in place. Outside clients must submit insurance documentation for approval prior to receiving a contract from the College.

Authority

President
Vice President of Academic Affairs
Vice President for Business and Finance
Vice President for Student Development and Enrollment Management
County of Morris Loss Prevention Manual - Section 3:13

Responsibility

Vice President for Business & Finance
Office of Business and Finance Business Services Coordinator
Office of the Vice President of Academic Affairs Events Scheduler
Employees initiating the planning of special events
Campus Life Assistant III.
Director of Public Safety
Director of Plant and Maintenance

Procedure

A. **EVENTS SPONSORED BY THE COLLEGE**

1. The individual initiating the planning of a College sponsored special event on or off campus must notify the Business Services Coordinator as early as possible. The Directors of Plant & Maintenance and Public Safety may require notification to address any possible issues they may have regarding the event (a meeting may be necessary).

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2. When outside vendors are utilized, a Certificate of Insurance, with limits of liability and other specifications as stated by Risk Management, and/or a Hold Harmless Agreement may be required from the vendor(s). No later than 20 working days prior to the event, these documents must be forwarded to the Business Services Coordinator who will ensure that the insurance documents satisfy the requirements of the College and Morris County Risk Management.

NOTE: Certificates of Insurance must be unaltered, must name the County College of Morris and the County of Morris **ADDITIONAL INSURED** in the description area, and must include Form CG20100704 or its equivalent. The usual limits of liability are \$1,000,000 general liability with a \$2,000,000 aggregate, unless otherwise specified by the College or Morris County Risk Management. Evidence of workers' compensation and automobile insurance may also be required.

3. If Morris County Risk Management has any questions, comments or recommended special requirements, they will notify the Business Services Coordinator who will make every effort to satisfy such concerns through communication with the parties involved.
4. The Business Services Coordinator will notify the individual responsible for the event when all insurance issues have been met and the activity has been approved.

B. EVENTS SPONSORED BY AN OUTSIDE CLIENT

1. Outside clients are referred to the Academic Affairs Event Scheduler who will check the availability of the requested facility. If available, an application package containing an Application for Use of College Facilities and a Use of College Facilities by Non-Affiliated Groups Policy Manual, which contains a request for a Certificate of Insurance, will be forwarded to the client. At this time, a temporary hold will be placed on the requested facility.

NOTE: For Planetarium rentals the responsibilities assigned to the Academic Affairs Event Scheduler in this policy will be assumed by the Campus Life Assistant III.

2. Upon receipt of the completed application, the Academic Affairs Events Scheduler will notify the involved departments to ensure that there are no conflicts caused by this event. If no conflicts arise a meeting may be scheduled with the client to discuss their needs and the affected departments may be invited to attend and comment.

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3. The Certificate of Insurance must be received from the client at least 20 working days prior to the event by the Academic Affairs Event Scheduler, who will forward a copy to the Business Services Coordinator as soon as possible.
4. The Business Services Coordinator will ensure that the insurance documents satisfy the requirements of the College and Morris County Risk Management. The College reserves the right to request special insurance requirements that are event specific.
5. The Business Services Coordinator will forward any additional requirements made by the College or Morris County Risk Management, or an approval, to the Academic Affairs Event Scheduler, who will contact the client if further insurance needs must be met. When additional insurance requests are made of the client, steps 3 through 5 must be repeated. A contract cannot be issued and the event may not take place until all insurance requirements are met.
6. Upon approval of the insurance documentation, the Academic Affairs Event Scheduler will send a contract to the client advising of the rental fees and estimated man hours required to service the event by the affected departments. The contract must be signed by the applicant and returned to the Academic Affairs Event Scheduler.
7. After the event, the Academic Affairs Event Scheduler will send a request to bill the client to the Bursar who will invoice the client.