



General University Insurance Requirements

Rutgers University requires an original certificate of general liability insurance valued at one million dollars (\$1,000,000.00) naming Rutgers, The State University of New Jersey as additional insured for the date of the event.

The following address must appear in the certificate holder box of the certificate:

Rutgers University
Events Office
211 North Fifth Street
Camden, NJ 08102

The certificate must name Rutgers University as additional insured and reference "the actual name of the event and the date of the event" as the date in the Description of Operations box of the certificate.

Rutgers University is named as additional insured in reference to the (Name of the university group, name of the event and date of the event must appear here)

The University's Risk Management Office will not allow us to accept the certificate without the date of the event being referenced in the Description of Operations box on the certificate.

The certificate should evidence host liquor liability if alcohol is being served. Students wishing to host an event with alcohol must consult with their designated student group advisor or the Dean of Students (please contact Mary Flaherty, Assistant to the Dean of Students, (856) 225-6044 or marykreb@camden.rutgers.edu)

Certificates must be faxed (856) 225-6196 or e-mailed to reserve@camden.rutgers.edu a minimum of one week prior to event date

Any questions can be directed to Bill Northrup, Claims Manager, University Risk Management, (732-932-7300, x -3206)