

5100 Black Horse Pike
Mays Landing, New Jersey 08330
Phone: 609-343-4802



INSURANCE REQUIREMENTS

Use of Atlantic Cape Community College by non-affiliated groups.

The non-affiliated group shall indemnify and save harmless the College, its officers, employees and agents from any loss, damage, liability, costs and/or expenses that may arise during, or be caused in any way by, use of College facilities by non-affiliated groups. The College is not responsible for anything lost or damaged by fire, theft or vandalism. Organizations must agree to indemnify and hold harmless the College against all liability and contractual claims, losses or expenses arising from scheduling or use of the facility.

Non-affiliated groups are required to obtain and provide and keep in full force at their own expense, for the benefit of the College during the period of occupancy, one or several types of insurance depending upon the nature of the event. The non-affiliated group must provide the College with a certificate of insurance, which indicates the insurance coverage in the amounts required, is in effect. The certificate of insurance must be received by the Facilities Rental Office, in Business Services at least ten (10) working days prior to the beginning of the activity. The most common types of insurance required by the College are shown below:

Non-affiliated group shall obtain, at its expense, liability insurance in which both the College and the Non-affiliated group are both named as insured with minimum policy limits of one million dollars for personal injuries, including death and one million dollars in aggregate for all property damage, the term of such coverage shall coincide with the term of the agreement. Programs involving participant under the age of eighteen (18) must also provide evidence of Sexual Harassment and Molestation coverage. Said policies of insurance shall contain a provision which states that it cannot be canceled except upon fifteen (15) days express written notice to all insured. The college shall be furnished with a copy of said policy or certificates of insurance fourteen (14) business days prior to the effective date of the agreement. The college reserves the right to request different limits and /or coverage depending upon the nature of the program or activity.

General comprehensive liability insurance (and comprehensive automobile liability insurance) for protection from claims of liability arising directly or indirectly out of any event going on, occasioned by, or resulting from any accident or otherwise on or about the College premises for bodily injury and property damage in the amount of \$1,000,000/\$1,000,000.

In cases where the College deems that parental or individual releases are necessary, the organization must provide the College with the properly executed releases at least ten (10) working days in advance of the event. Additions to that list may be made no later than 72 hours prior to the event.

Organizations wishing to bring special equipment and/or animals into the College buildings or onto College premises must present in writing, proper insurance coverage before approval is considered.

ATLANTIC CAPE COMMUNITY COLLEGE MUST BE NAMED AS ADDITIONALLY INSURED.

EMAIL: dmills@atlanticcape.edu **ATTENTION:** Doug Mills, Business Services