

Volume F1: Finance	F1.99.4 Insurance for Use of University Facilities by Non-University Organizations Effective Date: 10/14/2013	Responsible Office: Risk Management
Chapter 99: General		Responsible Officer: Assistant VP for Procurement and Support Services

POLICY STATEMENT

Northeastern Illinois University will provide or assure insurance coverage for property and liability exposures appropriate for the risk for the use of University facilities by non-university organizations.

PURPOSE OF THE POLICY

Northeastern Illinois University provides liability coverage appropriate for the acts and actions of its employees in excess of the primary coverage afforded the employees of the University through state statute. This primary and excess coverage does not cover the acts and actions of person or groups not employed by or affiliated with the University using Northeastern Illinois University property. This policy provides the procedures to insure Northeastern against the risk of loss due to the activity or omissions of non-university organizations using University facilities.

WHO IS AFFECTED BY THIS POLICY

All non-university organizations using University facilities.

DEFINITIONS

Use of University facilities: To rent, work or operate University owned or leased property, rooms or equipment. For the purposes of this policy, the use of University facilities does not apply to individuals invited or hired to speak or perform as artistic or instructional guests of the University.

PROCEDURES

All use of University facilities by non-university organizations requires coordination by Northeastern Illinois University's Office of Student Union, Event and Conference Services.

- I. On forms provided by the Office of Student Union, Event and Conference Services, the non-university organization will provide information related to its desired use of University facilities.
- II. If use of University facilities is approved, the non-university organization must provide one of the following:
 - a. A certificate of insurance naming Northeastern Illinois University as an additional insured for the dates of usage. The coverage must be for no less than \$1,000,000 of combined limits.
 - b. Payment of a fee for the appropriate event insurance from Office of Student Union, Event and Conference Services following the fee schedule in place at the time of the event. The fee schedule is available from the Office of the Student Union, Event and Conference Services.
- III. Questions regarding appropriate liability coverage by non-university organizations may be directed to Risk Management.



HISTORY

Formerly Administrative Memorandum No. 48 – Liability Coverage for Use of University Facilities by Non-University Organizations, effective date 03/01/1995

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
VP for Finance and Administration	773-442-5100	VPfinance-administration@neu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for a review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.