



## Policies and Procedures Manual

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Title: Hogan Center – Rental Insurance Policy  
Policy Administrator: Director of Conference Services and Hogan Center  
Effective Date: Jan-04-2010  
Approved by: Director of Auxiliary Services

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### **Purpose:**

This document is intended to inform external, private clients of the Conference Services Department of the policies regarding insurance requirements for events held within the Hogan Campus Center and for summer camps held at Holy Cross.

### **Policy:**

#### **1.0 Insurance Requirements for External Clients**

Clients shall be required to deposit either cash, a surety company bond or certificate of insurance naming the College as an insured in a minimum amount of \$250,000, a comprehensive property damage and \$500,000/\$1,000,000 public liability. The client shall also carry Workmen's Compensation coverage sufficient to cover all employees of the client for injury arising out of and in the course of their employment while engaged in activities of the client while using the premises. Evidence of this coverage must be presented to the Director of Conference Services in Hogan, room 503.

#### **2.0 Insurance Coverage for Summer Camps**

Certificates of insurance will be required for both General Liability and Personal Injury and Worker's Compensation. The minimum acceptable is as follows:

**2.1** The Licensee shall deposit with the College either cash, a surety company bond or certificate of insurance evidencing that the "Trustees of the College of the Holy Cross" is an additional insured in a policy of general liability insurance with minimum limits of \$1 million per occurrence for property damage and bodily injury and personal injury liability. The Licensee shall not use or permit the use of the Premises for any purpose which will cause cancellation of any applicable insurance policy. The Licensee shall not sell or permit to be sold, kept, used or purveyed in or about the Premises any article, substance or product which may be prohibited by any applicable insurance policy. A copy of the insurance policy must be provided to the College. The policy must cover the activities of the camp and not exclude coverage for abuse or molestation.

**2.2** If Licensee's own employees are providing service/working on the site at the College, Licensee must provide proof of State statutory coverage for Worker's Compensation with employer's liability of \$1,000,000.

**2.3** If the Licensee uses any vehicles for activities associated with this agreement, at its own cost and expense, it must have in effect auto liability limits of not less than \$1,000,000 combined single limit to include coverage for owned, hired and non-owned autos and supply the College with evidence of such in the form of a certificate of insurance. If the Licensee or its agents are granted permission to drive any College owned autos, the Licensee's automobile liability insurance will be considered primary over any other collectible insurance and such policy shall name the College as additional insured.

**2.4** The College requires receipt of the Certificate of Insurance 30 days prior to the beginning of camp. This deadline allows ample time to review and file the Certificate of Insurance. Failure to comply with the requirement will void the contract and the camp will be canceled.

**Forms:**

Title
Title

**Related Information:**

Title
Title

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