

## Certificate of Liability Insurance Requirement

1. All Non UC customers must provide a copy of a Certificate of Liability Insurance when hosting meeting/conference at UC Conference Center facilities.
2. UC REGENTS must be added as an "Additional Insured" to policy
3. A minimum of \$1,000,000 General Liability coverage required.
4. Copy of policy must be received by Aileen Tam 2-3 weeks prior to the scheduled event date
5. Customer may be referred to the Risk Management Insurance website: [ucsf.riskmanagementandinsurance.services.ucsf.edu](http://ucsf.riskmanagementandinsurance.services.ucsf.edu) to acquire a copy of the Special Event Insurance Form. They can also contact the Risk Management office directly @ 415-476-2498 for information and assistance regarding purchase of proper insurance coverage for their event.