

Southeastern Louisiana University

Special Event Liability Insurance Policy

Southeastern Louisiana University requires all off-campus groups or individuals and/or vendors using University facilities to carry liability insurance for their event. Obtaining special event insurance is independent of leasing or reserving the campus facilities or obtaining security coverage. Special events hosted by campus departments and student organizations are covered under the university's general liability policy.

If an organization does not maintain liability insurance, you may choose from any insurance company with an A.M. Best's Rating of A-:VI or higher is acceptable. Any liability policy obtained must list the Board of Supervisors of Louisiana System – Southeastern Louisiana University as an additional insured, and a certificate of insurance must be provided to the University a minimum of two weeks prior to the event.

The University reserves the right to set the minimum limit required for any event held on the Southeastern Louisiana University campus on a case-by-case basis. In general, the cost of the special event insurance coverage is based on the type of event(s) being covered, the number of attendees and the length of the event. The following is a guide for the level of coverage required:

Events with less than 300 attendees	\$300,000
Events with 301-500 attendees	\$500,000
Events with more than 500 attendees	\$1,000,000

The renter of the facility agrees to protect, defend, indemnify, save, and hold harmless Southeastern Louisiana University, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act of commission of the renter of the facility, their agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by the renter of the facility as a result of any claim, demands, and/or causes of action except those claims, demands, and/or causes of action arising out of the negligence of Southeastern Louisiana University, the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees. The renter of the facility agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at their sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.