



UNIVERSITY OF CENTRAL FLORIDA

Advancement | UCF Foundation, Inc.

MEMORANDUM

TO: Advancement Staff

FROM: Jennifer F. Cerasa, Legal Counsel

DATE: January 18, 2019

SUBJECT: Insurance Requirement

The Foundation's Fundraising Events Risk Management Guidelines policy requires vendors providing services at an event to provide a certificate of insurance naming the **University of Central Florida Foundation, Inc. and the University of Central Florida Board of Trustees** as additional insureds. The minimum amount of coverage required on the vendor's certificate of insurance is \$1,000,000 (one million dollars) of general liability coverage per occurrence.

Additionally, please provide Additional Insured Endorsement naming the **University of Central Florida Foundation, Inc. and the University of Central Florida Board of Trustees**.

Existing COI's are stored on the Foundation's legal intranet page. Please ensure the coverage is valid through the date of the event.

Please contact the Foundation's legal staff if you have any questions.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
University of Central Florida Foundation and University of Central Florida Board of Trustees
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.