

STANDARD OPERATING PROCEDURE (SOP) #: 109.06

**Subject: Short Term Lease Agreements/Special Events/Commercial Lease of Premises
Minimum Insurance Coverage and Requirements**

Purpose and Scope: To ensure that services or leases performed by a Lessee/Contract Provider for the University is covered by appropriate insurance as evidenced by an ACORD certificate and endorsement of insurance.

Procedures: Reference SOP #: 109.01

Short Term Lease Agreements/Special Events/Commercial Lease of Premises
Minimum Insurance Coverage and Requirements

The (LESSEE/CONTRACT PROVIDER) shall obtain and maintain the minimum insurance coverage set forth below. By requiring such minimum insurance, the University of West Florida (UWF) shall not be deemed or construed to have assessed the risk that may be applicable to the (LESSEE/CONTRACT PROVIDER). The (LESSEE/CONTRACT PROVIDER) shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The (LESSEE/CONTRACT PROVIDER) is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

COVERAGES

1. Commercial General Liability–ISO CG 001 Form or equivalent. Coverage to include:

Premises and Operations
Explosions, collapse and Underground Hazards
Products/Completed Operations
Liability assumed under an Insured Contract (including defense costs assumed under contract)
Broad Form Property Damage
Independent Contractors
Personal/Advertising Injury

2. Automobile Liability including all:

Owned Auto
Non-owned Auto
Hired Auto
Personal Injury Protection

3. Workers' Compensation

Statutory Benefits (Coverage A)
Employers Liability (Coverage B)

4. Umbrella Liability

Excess of Commercial General Liability, Automobile Liability and Employers Liability. Coverage should be as broad as primary.

5. Property for Commercial Lease Tenants

Must contain Waiver of Subrogation language that clearly states the insurer paying any claim will not seek reimbursement from the University of West Florida.

LIMITS REQUIRED

The (LESSEE/CONTRACT PROVIDER) shall carry the following limits of liability as required below:

Commercial General Liability	
General Aggregate	\$ 2,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Each Occurrence Limit	\$ 1,000,000
Personal/Advertising Injury	\$ 1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Payments (Any One Person)	\$ 5,000
Automobile Liability	
Bodily Injury/Property Damage (Each Accident)	\$ 1,000,000
Personal Injury Protection	Statutory
Workers' Compensation	
Coverage A (Workers' Compensation)	Statutory
Coverage B (Employers Liability)	\$100,000 \$500,000 \$100,000
Umbrella Liability	
Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
Commercial Property	
	Value of Tenant's Property

ADDITIONAL REQUIREMENTS

The (LESSEE/CONTRACT PROVIDER) shall meet the following requirements:

1. Name the State of Florida, Florida Board of Governors, University of West Florida Board of Trustees, and The University of West Florida, its officers, employees, agents, and volunteers as "Additional Insured".
2. Include an Additional Insured Endorsement form as the "Additional Insured" on Commercial General Liability, Automobile Liability and any other as specified by the contract.
3. Be on a primary basis, non-contributory with any other insurance coverage and/or self-insurance carried by UWF.
4. Include a Waiver of Subrogation Clause.
5. Policy may not be non-renewed, cancelled or materially changed or altered unless thirty (30) days advance written notice is provided to UWF.
6. Insurance certificates and written endorsement **must** be provided directly by the insurance agency or carrier.
7. Renewal certificates and endorsements are to be provided to UWF at least 30 days prior to expiration.
8. Insurer possesses a minimum **A.M. Best's Insurance Guide rating of no less than "B+"**.