

# Insurance Limit Guidelines

**Note: These limits are suggestions. Final recommendations will be made after review of contract is completed. (See "Additional Requirements" at bottom of document)**

TYPE OF INSURANCE REQUIRED	Transportation			Events							
	External Vehicle Rental Agencies	Charter Bus (IC maintains a list of approved bus providers)	Transporting College Property consult with Risk Management (Note: property must not be loaned to an external non-College party)	External Venue Rental (IC renting space off campus)	Charter Boat Rental (Extremely rare, must be vetted and approved by Risk Management)	External Caterers (College's dining service must first be used/considered - contact risk management before hiring an external caterer)	Food Trucks (only certain trucks are allowed - contact risk management before hiring a food truck vendor)	Performance Arts (involving an individual, such as solo artist, comedian, etc.) See "Other" category	Performance Arts - Group (ex. band)	Inflatable - DJ Services (IC has master contracts in place with vetted and approved vendors)	Equipment Rental (IC Renting from external vendor) See "Other" Category below
<b>General Liability</b>	See "Other" Category Below	See "Other" Category Below	N/A	\$1,000,000 minimum May warrant increase depending on services provided - scope/risk. Products liability may also be required.	\$5,000,000  See "Other" Category for additional requirements	\$1,000,000 minimum, depending on type of event (including products liability) - Also refer to "Other" category below	\$1,000,000 minimum (including products liability)	\$1,000,000 minimum - May warrant increase depending on scope/risk	\$2,000,000 May warrant increase depending on scope/risk	See "Other" Category Below	\$1,000,000 for low risk rental  \$5,000,000 for higher-risk rentals Ex. tents/stages/lighting/etc.
<b>Automobile Liability</b> <i>(Automobile liability requirements may be waived if the vendor/contractor will not be using a vehicle in conjunction with the agreement.)</i>	See "Other" Category Below	See "Other" Category Below	N/A	\$1,000,000 (if venue or third party's vehicles involved)	N/A	\$1,000,000	\$1,000,000	\$1,000,000 (or may be waived, depending on circumstances)	\$1,000,000	See "Other" Category Below	\$1,000,000 Higher limits may be warranted for event equipment involving semis and trailers
<b>Workers Compensation including Employer's Liability</b> <i>(Independent contractors may not be required by law to maintain WC coverage, the "as required by law" statement addresses this.)</i>	See "Other" Category Below	See "Other" Category Below	N/A	As required by law (if external party will be providing services on behalf of IC)	As required by law	As required by law	As required by law	As required by law	As required by law	See "Other" Category Below	As required by law
<b>Professional Liability</b> <i>(Professional liability should be considered when the agreement calls for professional services whereby an error in judgement or execution could result in a loss to the College.)</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	See "Other" Category Below	N/A
<b>Cyber / Privacy Liability</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	See "Other" Category Below	N/A
<b>Other</b>	Please refer to: <b>(see links below)</b> 1. College Travel Policy - rental vehicles from outside rental agencies. 2. Process to rent an Enterprise rental vehicle. 3. Types of rental vehicles allowed. 4. How to become an approved Ithaca College driver/ Driver Policy.	Please refer to Bus Chartering Procedures <b>(see link below)</b>  The College requires all campus departments to do business <u>only</u> with approved bus providers  If you must contract with a bus provider outside the northeast area, contact Risk Management first prior to making any arrangements or hiring a non-approved bus provider.		Liquor Liability - \$3,000,000 minimum if alcohol is being served	Protection and Indemnity / Watercraft Liability - \$5,000,000  Liquor Liability - \$3,000,000 if alcohol is being served	Liquor Liability - \$3,000,000 minimum for caterers off campus, if alcohol is being served.		Guest Speaker and Lecturer do not require insurance.		The College requires all campus departments and student organizations to do business <u>only</u> with approved vendors.  <b>See link below</b>	Ithaca College property must not be rented to outside individuals/ entities.
<b>Resources / Links:</b>	<a href="#">College Travel Policy</a> <a href="#">Enterprise Rental Vehicles</a> <a href="#">Approved Vehicles to Rent from Outside Agency</a> <a href="#">Approved College Driver/Driving College Vehicles Policy</a>	<a href="#">Approved Bus Providers allowed by the College</a>								<a href="#">Approved Inflatable Vendors &amp; DJs</a>	

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Note: These limits are suggestions. Final recommendations will be made after review of contract is completed. (See "Additional Requirements" at bottom of document)

TYPE OF INSURANCE REQUIRED	General Procurement			Information Technology				Professional Services			Other	
	Products and Equipment (leased/purchased)	Service and Repair	Contracted Security	Data Security Software or Services	Hosting Services (cloud-based, integrated services)	Technology Hardware/Communication Infrastructure (includes installation)	Consulting	Financial, Auditors, Legal	Consulting Other	Temp Staffing	Campus Space Use - by external entities (refer third party to Conference & Event Services)	Construction, Architects, Engineers, Design, etc. (Managed by the Office of Facilities)
<b>General Liability</b>	\$5,000,000 (lower limit may be acceptable depending upon scope of work)	\$5,000,000 (lower limit may be acceptable depending upon scope of work)	\$5,000,000	\$1,000,000 (not required if vendor will not be performing work on campus/College-owned or leased property)	\$1,000,000 (not required if vendor will not be performing work on campus/College-owned or leased property)	\$1,000,000	\$1,000,000 (not required if vendor will not be performing work on campus/College-owned or leased property)	\$1,000,000 (not required if vendor will not be performing work on campus)	\$1,000,000 (not required if vendor will not be performing work on campus)	\$3,000,000 (may be adjusted)	\$5,000,000 (See "Other" Category Below)	\$5,000,000 (lower limits may be acceptable if low risk) Construction Projects carry a much higher limit
<b>Automobile Liability</b> <i>(Automobile liability requirements may be waived if the vendor/contractor will not be using a vehicle in conjunction with the agreement.)</i>	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000 (not required if vendor will not be performing work on campus/College-owned or leased property)	\$1,000,000 (not required if vendor will not be performing work on campus/College-owned or leased property)	\$1,000,000	\$1,000,000 (not required if vendor will not be performing work on campus/College-owned or leased property)	\$1,000,000 (not required if vendor will not be performing work on campus)	\$1,000,000 (not required if vendor will not be performing work on campus)	\$1,000,000	\$1,000,000	\$1,000,000
<b>Workers Compensation including Employer's Liability</b> <i>(Independent contractors may not be required by law to maintain WC coverage, the "as required by law" statement addresses this.)</i>	As required by law	As required by law	As required by law	As required by law (not required if vendor will not be performing work on campus/College-owned or leased property)	As required by law (not required if vendor will not be performing work on campus/College-owned or leased property)	As required by law	As required by law (not required if vendor will not be performing work on campus/College-owned or leased property)	As required by law	As required by law	As required by law	As required by law	As required by law
<b>Professional Liability</b> <i>(Professional liability should be considered when the agreement calls for professional services whereby an error in judgement or execution could result in a loss to the College.)</i>	N/A	N/A	May be required depending upon scope of services	\$5,000,000 (lower limits may be acceptable)	\$5,000,000	\$5,000,000 (lower limits may be acceptable)	\$1,000,000 to \$5,000,000 depending on scope of services	\$1,000,000 or higher depending on scope of services	\$1,000,000 or higher depending on scope of services	\$1,000,000 or higher depending on scope of services	N/A	\$2,000,000 minimum required for Professional Services (ex. architect, consultant). Additional Insured required <b>and</b> Endorsement deleting the Insured vs. Insured exclusion must be evidenced.
<b>Cyber / Privacy Liability</b>	N/A	N/A	N/A	\$5,000,000 (lower limit may be acceptable, depending on level of confidential data, access to College systems, etc.) <b>or</b> N/A if no access to data/systems	\$5,000,000 (lower limit may be acceptable, depending on level of risk to the institution)	\$5,000,000 (lower limit may be acceptable, depending on level of confidential data, access to College systems, etc.) <b>or</b> N/A if no access to data/systems	\$1,000,000 to \$5,000,000, if/depending on access to confidential data, College systems, etc.	N/A	N/A	N/A	N/A	N/A
<b>Other</b>			\$1,000,000 Fidelity/Crime coverage if handling College funds	<b>Additional Insured and Endorsement</b> deleting the Insured vs. Insured exclusion must be evidenced (for <b>both</b> Professional Liability and Cyber Policies)	1. Commercial Crime Insurance/Employee Dishonesty Coverage, if credit card payments will be accepted. \$1,000,000 minimum limit (may increase depending on scope of work). Coverage will also extend to Third-Party Customer Extension, along with Loss Payee Provision. 2. <b>Additional Insured and Endorsement</b> deleting the Insured vs. Insured exclusion must be evidenced (for <b>both</b> Professional Liability and Cyber Policies)	<b>Additional Insured and Endorsement</b> deleting the Insured vs. Insured exclusion must be evidenced (for <b>both</b> Professional Liability and Cyber Policies)	<b>Additional Insured and Endorsement</b> deleting the Insured vs. Insured exclusion must be evidenced (for <b>both</b> Professional Liability and Cyber Policies)				General liability must include sexual abuse and molestation coverage if event/program includes minors. If third party (external entity) needs a source to purchase events coverage/general liability coverage, refer to the Tenants' and Users' Liability Insurance Policy (TULIP). <b>See links below</b>	Pollution/Environmental Liability coverage required with \$3,000,000 per loss/\$6,000,000 agg (with Completed Operations), if scope of work includes this type of work. Additional insurance requirements are included in the contract issued to contractors/third parties. Such as, but not all inclusive: 1. Additional Insured, including GL endorsement and Completed Operations endorsement CG 2037. 2. Waiver of Subrogation 3. See "Additional Requirements" below 4. Refer to contract provided by Office of Facilities.
<b>Resources / Links:</b>											<a href="#">Protection of Minors Policy</a> <a href="#">TULIP</a>	

## ADDITIONAL REQUIREMENTS

Vendor/Contractor Requirements	Certificate of Insurance Requirements	Insurer Requirements
<p>1. Shall provide a Certificate of Insurance (COI) to riskmanagement@ithaca.edu at least 30 business days prior to the contract start dated and at least 15 days prior to expiration for renewals. COI must be approved by Risk Management prior to services rendered by vendor.</p> <p>2. Shall maintain required insurance coverage for contract term with the College or be subject to immediate contract termination for material breach of contract.</p> <p>3. Shall provide renewal COIs to riskmanagement@ithaca.edu for the entire term of the contract.</p> <p>4. Warrants that none of its employees or workers have appeared on the National Sex Offender Public Registry or any similar state or local registry purporting to list sex offenders.</p>	<p>1. Each insurance policy required to be provided, with the exception of the Workers' Compensation and Employer's Liability, shall be endorsed to name as additional insured Ithaca College, their directors, members, officers, employees, students, and all other persons or entities as may be reasonably required by Ithaca College. Endorsement CG 2010 or its equivalent is required.</p> <p>2. Claims-made liability coverage shall be designated as such and shall be subject to a minimum reporting period of three (3) years if not replaced or renewed.</p> <p>3. The general liability insurance requirement can be met using a combination of primary and umbrella/excess liability policies.</p> <p>4. General Liability policies shall be on a primary basis and non-contributory with other College coverage and shall include Products and Completed Operations coverage.</p> <p>5. Waiver of Subrogation for General Liability policies and Auto Liability policy. Vendor shall waive all rights of recovery, under subrogation or otherwise, against Ithaca College, and will be stated as such on the Certificate of Insurance.</p> <p>5. Any exceptions to the above coverages and limits must be approved by the Office or Risk Management (final recommendation will be included during the contract review process).</p> <p>6. The limits above are starting points for consideration. In certain cases, the risk in a given agreement may warrant higher limits. The College reserves the right to establish additional insurance requirements for unusual or exception risks.</p>	<p>1. Must be licensed/approved to do business in NY.</p> <p>2. Must have a minimum A.M. Best rating of A:VIII</p> <p>3. List the Certificate Holder as:  <div style="text-align: center;">                     Ithaca College                      953 Danby Road                      Ithaca, NY 14850                 </div> </p>
		<p><b><u>SEE ITHACA COLLEGE REQUIREMENTS AND SAMPLE CERTIFICATES OF INSURANCE (COI)</u></b></p>