Insurance Requirements for Facilities Use for Non-Brown Events

Introduction
There are occasions where Brown University grants permission to use University space for non-business and non-political purposes. This policy governs the use of space in these situations.

Policy Statement
Space at Brown University is intended to be used primarily for scholarly, educational, or related social purposes. However, individuals or groups desiring to use space for non-business and non-political purposes, as defined below, may be granted permission to use, or to rent space when it is available. Brown reserves the right to reject applications for space use at any time, or cancel previous permission to use space at any time, with or without cause.

Brown University requires proof of general liability insurance to cover non-university events held in our facilities for meetings, conferences, sports camps/clinics, weddings or other special functions or events.

- The acceptable form of insurance documentation is a certificate of insurance showing evidence of general liability insurance to cover the event and use of University facilities.
- The certificate of insurance must provide a minimum of $1 million in coverage limits and include Brown University as the certificate holder and as an additional named insured for the event and use of facilities.

For any event where liquor is served by someone other than Brown University Dining Services, a certificate of insurance showing evidence of liquor liability coverage must also be provided.

Definitions
Non-Brown event: An event that is not managed by University staff or paid for using University funds. This includes events that are sponsored by affiliated entities if they are managing and paying for the event. The event/activity is not for the benefit of Brown University

Non-business purposes:

- The function is sponsored by a charitable organization, contributions or bequests to which are deductible for federal income, gift and estate taxes under the Internal Revenue Code, and the function serves to carry out the charitable purposes of that organization, or
- The proposed use is sponsored by a non-business organization and is a “permitted function.” A permitted function is one which directly services the uses and purposes of a non-business organization. If the raising of funds is one of the purposes, it is a permitted function only if all net proceeds after payment of expenses will exceed 50% of the gross receipts and will be used exclusively for the uses and purposes of the sponsoring organization or for charitable purposes.

Non-political purposes: The University facilities, offices, and services may not be used by outside organizations or outside individuals whose purpose is to further the cause of a candidate, political party, or political cause. This guideline adheres even though faculty, students and staff may be members of such outside political organizations.

Responsibilities
Event Organizer. Organizations or individuals who wish to use space at Brown for their event are
required to obtain permission from the appropriate scheduling office responsible for desired space.

- As part of the reservation process, the Event Organizer will need to provide evidence of insurance and comply with the terms of any Brown University facilities use agreement.
- To find the appropriate scheduling office for desired space, follow link for this information: http://www.brown.edu/Administration/Conference_Services/space_directory/oncampus.php

**Brown University Departments providing space.** Key responsibilities follow:

- Use a Facilities Use Agreement developed by the Office of the General Counsel
- Consult with Insurance staff if there are questions about insurance requirements or the certificate of insurance
- Keep signed copy of the Facilities Use Agreement and certificate of insurance on file in accordance with the University’s record retention policy.

**Procedures**

**Certificate of Insurance.** The certificate of insurance should be sent to and retained by the Brown University department managing the event space. For any event where liquor is served by someone other than Brown University Dining Services, a certificate of insurance showing evidence of liquor liability coverage must also be provided.

**Appendices**

- Purchase of Special Event or General Liability Insurance

**Related Policies**

- Event Planning Website
- Department of Public Safety Staffing Policy for Campus Events

**Policy Owner**

- **Approved by** Director, Insurance & Purchasing Services

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