

STANFORD  
UNIVERSITY



**STANFORD'S INSURANCE REQUIREMENTS  
FOR SERVICES AND EVENTS ON CAMPUS**

**Contractor/Organization shall not commence services OR events until it** has obtained all of the insurance required as described below, and Contractor **has furnished the Stanford University Contract Office with Certificates of Insurance** (or evidence of self-insurance, if appropriate, and acceptable to the University) **for all insurance required in the following paragraphs.** The Contractor shall not allow any subcontractor to commence services under a subcontract until the subcontractor has obtained all required insurance policies, as described below, or that the Contractor has insured the subcontractor under its own insurance policies.

Insurance required under this Agreement shall be:

- 1 Professional Errors and Omissions Liability Insurance – (NOT APPLICABLE)
- 2 Commercial General Liability (bodily injury, property damage, personal injury) with a single limit of not less than **\$2,000,000** for a single occurrence and Vehicle Liability insurance, with a single limit of not less than **\$1,000,000** for a single occurrence.

Commercial General Liability and Automobile Liability insurance policies shall include the following provisions:

- 2.1 **Additional Insureds:** **The Board of Trustees of the Leland Stanford Junior University, its officers, agents, representatives, students, employees and volunteers,** shall be included as additional insured.
- 2.2 **Primary Coverage:** Above insurance shall be primary as respects all other insurance or self-insurance in force. Stanford University and/or Stanford Hospital and Clinics insurance or self-insurance shall be excess and noncontributory.
- 2.3 **Cancellation Notice:** Thirty (30) days prior written notice of cancellation or material change in the insurance must be given to the University.
- 2.4 **Waiver of Subrogation:** Contractor and Contractor's insurance companies waive their rights to subrogation against the above named insured by endorsement.

- 3 Worker's Compensation insurance and employer's liability insurance covering all persons whom the Contractor may employ in carrying out the services hereunder. Worker's compensation insurance will be in accordance with the Worker's Compensation Law of the State of California.

#### **INSURANCE CERTIFICATES FOR THE GENERAL AND AUTOMOBILE LIABILITY INSURANCE**

- 1) The certificate must be written as set forth below and contain the following statements:
  - ***"The Board of Trustees of the Leland Stanford Junior University, its officers, agents, representatives, students, employees and volunteers, shall be included as additional insureds."***
- 2) The Certificate Holder must read as follows: **"The Board of Trustees of the Leland Stanford Junior University, 340 Bonair Siding Road, Stanford, CA 94305-7250."**
- 3) The Vehicle Liability policy must cover "Any" autos.
- 4) **Important:** Your company's complete legal name must be shown on the insurance certificate, as the Insured.
- 5) The certificate must address the insurance company's intent to notify Stanford in advance of policy cancellation.
- 6) The certificate must address the waiver of subrogation.
- 7) Your Worker's Compensation insurance certificate must be in accordance with item No. 3 on the previous page.

Please email or fax your insurance certificate(s) to the attention of:

Patricia Moss  
Purchasing and Contracts  
pmoss@stanford.edu  
Fax: (650) 723-1267

Please also MAIL the original insurance certificate(s) to:

Patricia Moss  
Purchasing and Contracts  
Stanford University  
340 Bonair Siding Rd.  
Stanford, CA 94305-7250

November 15, 2012  
Approved by Risk Mgmt