Insurance Requirements

General Liability Insurance with limits of no less than $1,000,000 per occurrence for bodily injury and property damage, and an aggregate limit of $2,000,000.

Employer Liability: $1,000,000

Business Automobile Liability (if applicable): minimum limits for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than $1,000,000 per occurrence.

Workers’ Compensation (if applicable): $1,000,000

The Insurance Carrier must have a minimum Best’s rating of at least A:VII

The State of California, the Trustees of the California State University, San Francisco State University, its auxiliary organizations, and the officers, employees, volunteers, and agents of each of them must be named as additional insured.

IMPORTANT: A separate page for the Additional Insured Endorsement, Form CG 20 11 11 85, must also be submitted with the Certificate of Insurance.

The Certificate of Insurance should include a description of the event, the date of the event, and the name of the sponsoring organization.

The insurance must be in effect at all times during the reservation period, including early arrivals and late departures.

The Certificate of Insurance must contain the statement that the insurance company will notify San Francisco State University thirty (30) days in advance of insurance cancellation.

A copy of the certificate must be received by San Francisco State University no later than five (5) working days prior to the date of the scheduled event at the following address:

Certificate Holder:
Office of Conference Services
SF State University
800 Font Boulevard
San Francisco, CA 94132
Phone: (415) 338-3972

11/1/13