

We are happy to make our facilities available to your organization. However, the organization will provide liability insurance for itself and all of its participants in the conference for each person/occurrence for bodily injury and/or property damage. The organization shall provide the University (30) thirty days in advance of any use, a copy of a certificate of insurance covering property damage, automobile liability, general liability and bodily injury in amounts of no less than two hundred fifty thousand dollars (\$250,000.00) per person and one million dollars (\$1,000,000.00) per incident. The organization must provide the university with current certificates of insurance. These certificates shall contain a provision that coverages afforded under the policies shall not be canceled or changed until at least 30 days' prior written notice has been given the university. **Kutztown University must be listed as additionally insured on the above insurance requirements.** This is a minimum requirement. Your group may wish to purchase additional insurance.

Please complete the following statement and return it along with a copy of the face sheet of your insurance policy that will protect members of your group as described above.

KUTZTOWN UNIVERSITY CAMP/CONFERENCE/EVENT PROGRAM
"UNIVERSITY HARMLESS" AGREEMENT

Date ___/___/___ _____ is insured with
(Name of group)

_____ under policy No. _____.
(Name of Insurance Company)

This policy is for the protection of members of our group while we are on the Kutztown University campus from ___/___/___ to ___/___/___ . The organization shall be responsible for and agrees to indemnify and hold harmless the university from damages to property or injuries (including death) to any person(s) and any other losses, damages, expenses, claims, demands, suits, and actions by any party against the university in connection with the work performed by the organization.

(Signature)

(Signature)

(Printed name and title)

(Printed name and title)

**Office of Conference Services
Kutztown University
Walnut Cottage
P.O. Box 151
Kutztown, PA 19530**