Event Liability Insurance (URMIA)

GENERAL INFORMATION:

Seattle University requires all off-campus groups to provide proof of insurance. Organizations must carry a general liability insurance policy with a minimum coverage of \$1,000,000.00 and name Seattle University as an additional insured. A copy of the certificate is required to be on file five (5) business days prior to the event.

Conference & Event Services can procure the insurance on the group's behalf if they are unable to provide proof of coverage. Rates are determined by the type of event, length of the event, and expected attendance.

Seattle University academic and administrative departments and student organizations are covered by the university's master policy and are exempt from providing proof of insurance.

PROCESS FOR PROCURING INSURANCE:

Seattle University has contracted with University Risk Management and Insurance Association (URMIA) to provide TULIP coverage which is commonly known as "events coverage." This coverage enables institutions such as Seattle University to provide organizations to use facilities for specific events. It protects the University as well as the event organizers against claims by third parties who may get injured as a result of participating in an event.

An event organizer may purchase insurance by going to the URMIA TULIP website at https://tulip.ajgrms.com/. Here is the process:

1) Go to https://tulip.ajgrms.com/ and start a "Ouick Ouote"

Once on the URMIA TULIP website click on the "Quick Quote" button at the top of the screen.

2) Select the State

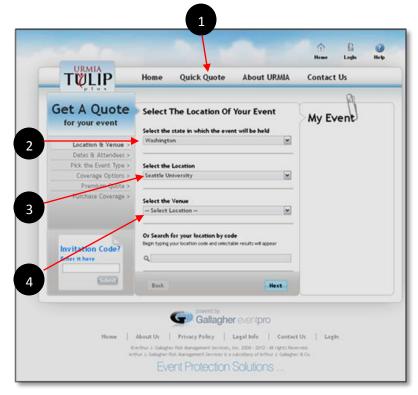
Select "Washington" from the dropdown menu

3) Select the Location /Institution

Select "Seattle University" from the dropdown menu

4) Select the Venue

For this dropdown there are three choices for Seattle University: "Seattle University (main campus)", "Law School (Sullivan Hall/Law school Annex", and "Chapel of St. Ignatius or other sacred spaces" please choose accordingly.



5) Select the dates

Click on the date(s) of your event. The date(s) will then appear in the "selected dates" list to the right of the calendar.

Note: Please include for events any days that you will require for your set up—where your staff or volunteers will be on the Seattle University campus in any University facilities.

For conferences—events with overnight housing—you need to select all days in which you will have participants/staff/volunteers/guests on campus, including persons arriving early or departing late.

6) Enter the Average Daily Attendance

Take the average of the amount of people you are expecting to attend. Please see the example on the website if needed.

7) Select your Event Type

From the dropdown menu please select the event type that corresponds to your event. If you have any questions, please contact your Event Coordinator for assistance.





8) Select Additional Coverage Options

Please select "yes" or "no" for the three questions regarding additional coverage for your event.

Note: If you select "yes" for Vendors, Exhibitors, or Performers it will default the count to "1" please update that accordingly.

9) Review the Coverage and Premium Summary

Please review the summary of the coverage and premium and note the Total Premium & Fees pricing at the bottom.



10) Purchase Coverage

Please enter information into the required fields marked with an asterisk "*"



11) Payment

Please note that all payments are done through Authorize.net, a third party billing company. Please enter your information and complete the security code at the bottom of the page.

12) Confirmation

Next you will be directed to a confirmation page. A copy of your confirmation will be sent in a notification e-mail to the address you provided. This is the final step!

