



VALPARAISO
UNIVERSITY

Certificate of Insurance

Vendor Categories

- **All Services that require the vendor's employees and vehicles to be on campus.**
Examples are, but not limited to: maintenance contractors, painters, HVAC, electricians, window and floor cleaning, landscaping, referees, copier repair, banner hanging, wire pulls for networking, on site equipment repair, tent and folding chair set up/tear down, etc.
- **"Regular" deliveries** – Examples are, but not limited to: HP Products for Housekeeping supplies, Gordon Food Service, Pleasant View Milk, Corporate Express office supplies, United Parcel.
- **Hazardous Chemical Deliveries**
- **Group Transportation** – Buses and limousines
- **Temporary Staffing Agencies** – In addition to the COI

Worker Compensation coverage on Temp Agency Employees is required.

Must have both:

- 1) Proof of workers' compensation insurance
 - 2) Clause in Temp Agency agreement that states "Temp Agency is responsible for worker compensation should an injury occur while working at Valparaiso University"
- **Performers & Entertainers** – Example: Half time performers
 - **Major Concerts & Games** – Examples: Music groups that draw large crowds, festival/carnival type games.
 - **Facility Rental** – Examples: weddings, showers, parties, etc. require proof of home owner's insurance. Home owner policies cover personal liability.
 - **Providing our facilities free of charge requires the approval of the VP for Administration and Finance.** These entities must provide a COI. Examples: The Caring Place permitted to use space for a fund raising event; the city invites the community to meet here to review future roadway plans.
 - **Speakers & Consultants** – Require "Independent Contractor" documentation. Please see the Human Resources Department for policy and procedure.

