



# RENTER'S INSURANCE INSTRUCTION SHEET

(Effective July 1, 2017)

**All Renters of the Eissey Campus Theatre are required to select and provide just one of the options for insurance listed below:**

## **Option 1**

**General Liability, Property, Worker's Compensation and Employer Liability in the limits listed below, listing the college as additional insured.**

*Proof of coverage is required to be in the theatre office 30 days prior to your first scheduled use of the theatre. If the theatre does not receive proof of insurance 30 days prior to the event, the URMIA Tulip Tenants' and Users' Liability Insurance listed below in Option 2 will be purchased directly by the renter.*

*The following minimum limits of coverage are required:*

**General Liability** – \$1,000,000 minimum per occurrence

**Property Damage**– \$500,000

**Workers' Compensation** – As per statutory limits

**Employers Liability** - \$500,000 ea acc/\$500,000 ea Disease/\$500,000 Policy Limit

Proof of coverage must be made in the form of a Certificate of Insurance (COI) with **BOTH** of the following items written on the certificate:

**1. Palm Beach State College and its District Board of Trustees are listed as additional insured.**

**Insurance provided by user or purchased on User's behalf shall be primary in all instances.**

**2. Under the area of Certificate Holder it must read exactly like this:**

Palm Beach State College  
Eissey Campus Theatre  
3160 PGA Blvd  
Palm Beach Gardens, FL 33410

*(District Board of Trustees can be added under Certificate Holder as long as the phrase **Certificate Holder is included as Additional Insured** is stated on the certificate somewhere):*

## **Option 2**

**Palm Beach State College is now utilizing URMIA Tulip Tenants' and User's Liability Insurance for proof of insurance by renters of its facilities.**

- In the absence of proof of insurance by the renter listed above, insurance may be purchased by the renter directly from URMIA Tulip via their website at <https://tulip.ajgrms.com>.
- A brochure is attached for your easy reference.
- The Tenant User Liability Policy provides \$1,000,000 in General Liability coverage and names Palm Beach State College as an additional insured.
- The premium will be paid directly by the renter.
- A certificate of insurance will be made available to the renter immediately upon on-line payment.
- Renter will provide Palm Beach State College with the certificate of insurance obtained via URMIA Tulip.