

INSURANCE DOCUMENTATION FORM FOR NSHE/UNLV DEPARTMENT

**Please initial below and sign at the bottom of the form to ensure proper documentation.
Mail to 2008 or Fax to 702.895.1609.**

Any event open to individuals other than UNLV students, faculty, and staff requires insurance. In order for an event that is open to the non-UNLV community to be considered a UNLV departmental sponsored activity covered by the NSHE/UNLV State self-insurance program, certain criteria must be met:

1. The event must be part of the normal activities and operations of the department (fall within the mission statement of the department).
2. Any revenue generated (i.e. admission charged) must be deposited into an appropriate NSHE Business Center account (checks made out to NSHE Board of Regents).
3. Any expenditure incurred in support of this event must be disbursed from this account in accordance with NSHE regulations and procedures.

_____ **The event being held on campus on the date listed below is a NSHE/UNLV Department sponsored event meeting the criteria listed above. As such this event is covered by the State insurance program.**

_____ **The event being held on campus on the date listed below does not meet the criteria to be considered a UNLV departmental sponsored activity. A certificate naming the Board of Regents, NSHE/UNLV as additionally insured for general liability coverage in the amount of \$1,000,000.00 single limit per occurrence \$2,000,000.00 general aggregate is attached. Please see Student Union & Event Services General Insurance Requirements for more detailed information.**

Event Title	//	
Date	//	Location
Sponsoring Department	//	
Responsible Person	//	

(e.g. Dean, Chair, Director)

STUDENT UNION & EVENT SERVICES
UNIVERSITY OF NEVADA LAS VEGAS

Signature

Please Note -- the determination of whether a department needs to provide a certificate of insurance is separate from whether the department will be charged for the use of the facility for the event. Please contact the Office of Student Union & Event Services at 702.895.4449 with questions.