

## Insurance

All external and university-sponsored programs (as defined in Summer Use of Facilities Directive) shall provide, at their own expense, liability insurance with minimum policy limits of one million (\$1,000,000) dollars per occurrence for personal injuries, including death, and for all property damage. The term of coverage must include all dates that staff and/or participants will be on-campus. The Certificate of Insurance will list as a named insured and as certificate holder the William and Mary, Conference Services, Post Office Box 8795, Williamsburg, VA 23187-8795. The Certificate of Insurance must be provided to Conference Services by the Group Leader no less than sixty (60) days before scheduled arrival date.

Jesse, here's the "blurb" with links that I use for clients to direct them to the correct site:

For your insurance requirement, one option might be to get something called a TULIP (Tenants and Users Liability and Insurance Policy). Below, I have pasted directions if you are interested in pursuing this option. To purchase this insurance, visit <http://urmia.bene-marc.com>. First time users must first register. After registration, you will be returned to the login / welcome screen. At this screen, key in your email address and password (this is not a passcode we supply, but a password that you determine during the registration process). Check the "Agree to Terms of Use" box to continue. The next screen has a field where you will enter the passcode (32131742) that we supply which ties the policy to the College. You will also be required to pay via credit card online to purchase the insurance.

You can view a tutorial of the program at [http://urmia.bene-marc.com/pdf/Tutorial\\_URMIA\\_Tenant\\_User.pdf](http://urmia.bene-marc.com/pdf/Tutorial_URMIA_Tenant_User.pdf).

Again, this is one option to purchase insurance for your event but you are not required to use this company.