

Florida Institute of Technology requires third parties (e.g., organizations, businesses, groups) who rent space for functions using university-owned property carry liability insurance to cover the event. The university does not provide insurance to cover third parties. It is the responsibility of third parties to procure and maintain liability insurance with coverage amounts as specified by Florida Institute of Technology, to protect the third party's interest. Reservations and arrangements for events are made through the Office of Conferences and Events.

Insurance can be obtained through a brokerage firm, independent agencies and/or directly from insurance companies, with quotations obtained online or by phone. Professional associations, homeowners/renters' insurers or a personal automobile liability insurer may be considered as sources of coverage. The certificate of insurance must be from a company licensed to conduct business in the state of Florida.

Alternatively, the Office of Compliance and Risk Management provides access to a liability insurance program available to third parties wishing to use university property for functions or special events who may not otherwise have access to insurance to cover their event.

TULIP PROGRAM POLICY

Florida Institute of Technology is a member of the URMIA (University Risk Management Insurance Association) TULIP program (Tenant and User Liability Insurance Policy). You have the ability to obtain a quote from this program or secure a policy independently. TULIP provides special event liability coverage, is event-specific and can also cover vendors, performers and exhibitors, if needed.

The policy protects both the institution user and the institution against claims by third parties who may be injured or experience damage to property as a result of participating in an event. The TULIP program is available to Florida Tech through a membership with URMIA.

Facility users should go to [URMIA TULIP](#) and select "Quick Quote" to receive a quote for the event. The form will guide you through the process and give you the option to purchase the policy. Upon completion of the policy purchase, you will receive via email a copy of the binder of coverage confirming the policy purchase. Please see [TULIP brochure](#) (tulip.ajgrms.com/Content/Brochures/Brochure_InstitutionalGuide_TULIP.pdf) for information regarding the Tenant Users Liability Insurance Program.

For events that include the sale or serving of alcohol to the general public, liquor liability coverage is required.

The policy has exclusions for certain high-risk activities. Facility users may need to obtain coverage from another insurer if their event does not qualify for the TULIP program. TULIP can only be purchased when the event takes place in an institution-owned facility or property. It does not extend to other properties.

TULIP (SPECTATOR LIABILITY) FROM SMIC (SPECIAL MARKETS INSURANCE CONSULTANTS INC.)

Insurance coverage is also available for your event through [Florida Tech Campus Connexions](#) (floridatech.campusconnexions.com/student-insurance/tenant-user-liability-insurance.html).

To get a TULIP (spectator general liability insurance) online premium quote and apply for coverage, click on the APPLY NOW button on the website. Please contact Mercer Consumer directly at 1-866-838-9536 for questions or more information.

The following minimum insurance standards shall apply to all third parties:

- **Commercial General Liability Insurance:** Including bodily injury and property damage liability, independent contractors' liability, contractual liability, product liability and completed operations liability in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$2,000,000 aggregate.
- **Sexual Abuse/Molestation** coverage must be included under general liability or obtained in separate policies in an amount of not less than \$1,000,000 per occurrence (\$2,000,000 aggregate) and \$3,000,000 excess/umbrella coverage.
- **Workers' Compensation:** Statutory limits are required.
- **Employer's Liability Coverage:** \$1,000,000
- **Automobile Liability:** For vendors who will drive on Florida Institute of Technology property, automobile liability insurance in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired and nonowned vehicle coverage.

Other insurance coverage that may be required:

- **Liquor Liability:** Not less than \$1,000,000 per occurrence/\$2,000,000 aggregate. Higher limits may be requested for larger events.
- **Professional Liability:** Not less than \$1,000,000 per occurrence and aggregate to be maintained for the duration of the agreement and three years following its termination.
» *This insurance requirement applies when a supplier has a professional designation or license and/or is providing professional services. The minimum limit for architects and engineers is \$2,000,000 per occurrence and in the aggregate and may be increased depending upon the nature of the services to be provided to the university.*
- **Umbrella or Excess Liability Coverage:** Not less than \$5,000,000 per occurrence and in the aggregate.
» *This coverage typically sits above the underlying general liability, automobile liability and professional liability policies. Depending on the scope and work to be performed in the proposed agreement, this policy may be required in order for the vendor to be able to meet the minimum insurance requirements.*
- **Cyber Risk Insurance:** Not less than \$2,000,000 per claim to be maintained for the duration of the agreement and three years following its termination.
» *This insurance requirement applies when a third party will be using, storing or accessing private, confidential or protected information.*
- **Environmental Liability:** Not less than \$2,000,000 per claim and in the aggregate.
» *This insurance requirement applies when a vendor will be performing environmental clean-up work (decontamination/remediation), will be working with hazardous substance or waste, or may have similar such exposures while performing work under the proposed agreement. Higher limits of environmental liability coverage may be required depending upon the scope of work.*

Summer Camp Insurance: Summer camp insurance is designed for camp programs held at Florida Tech facilities for which the university requires insurance. Coverage can be purchased for all varieties of camps that involve minors coming on campus. Florida Tech requires that we are added as additional insured.

Florida Institute of Technology must be added as “additional insured” on the policy. The university does not need to be named as an additional insured on the workers’ compensation or professional liability policies. Any liability coverages on a “claims made” basis should be designated as such on the certificate. All policies shall evidence insurance written by carriers authorized to conduct business in the state of Florida. Renewal certificates of insurance shall be provided annually until all work is completed.

Please contact the Office of Compliance and Risk Management at compliance@fit.edu or 321-674-8885 with any questions.

Note: These providers are listed as examples only. The university does not endorse any particular insurance provider or agent.

The requirement listed above is not intended for university-sponsored (hosted) activities. However, events that are co-sponsored or that present an unusual or high risk are special circumstances and need to be coordinated with the Office of Compliance and Risk Management at compliance@fit.edu.