

Your event

Insurance Policy

SPECIAL EVENT LIABILITY INSURANCE POLICY

Southeastern Louisiana University requires all off-campus groups or individuals and/or vendors using University facilities to carry liability insurance for their event. Obtaining special event insurance is independent of leasing or reserving the campus facilities or obtaining security coverage.

If you do not maintain liability insurance, you may choose from any insurance company with an A.M. Best's Rating of A-:VI or higher.

Any liability policy obtained must list the Board of Supervisors of the University of Louisiana System – Southeastern Louisiana University as an additional insured, and a certificate of insurance must be provided to the University a minimum of two weeks prior to the event.

The University reserves the right to set the minimum limit required for any event held on the Southeastern campus on a case-by-case basis. In general, the cost of the special event insurance coverage is based on the type of event(s) being covered, the number of attendees and the length of the event. The following is a guide for the level of coverage required:

Events with less than 300 attendees	\$300,000
Events with 301–500 attendees	\$500,000
Events with more than 500 attendees	\$1,000,000

Note: If you do not currently have a relationship with an insurance provider, we can offer sources.