

Special Events Reporting for Liability Insurance Purposes

- 1) Special Events List – Please use the spreadsheet provided by Central Office Human Resources to report events in your area to the regional designee responsible for compiling this information.
 - a) What events should go on this list?
 - i) Any type of event that includes outside vendors setting up booths on campus or teaching classes where specialized equipment will be used. For example, one region offered a WED workshop that included a quilting class where the vendors supplied the machines.
 - ii) Any type of health fair, employment fair, SGA fair, etc.
 - iii) Any event that includes minor children being on campus (see College for Kids below).
 - iv) Class field trips
 - v) Events that include intra-mural sports, etc.
 - vi) Sponsorship of concerts, trips, etc.
 - b) What events do ***not*** need to be included on the Special Events list?
 - i) Classes taught by Ivy Tech faculty, new student orientation, student registration, Real Estate Licensing, etc. Basically, classes within the normal College offering, this includes WED classes that are standard statewide.
 - ii) Employee events like Banner Training, Faculty Orientation, employee planning meetings, etc.
- 2) Certain events need approval from the insurance underwriter before they should be put into place. Our coverage does not cover everything and sometimes additional coverage must be purchased for events to have full coverage.
 - a) Events like “College for Kids” will be charged an additional premium. Before offering this program next year, Central Office will need the specifics of each region’s program to forward to the underwriter to determine the additional premium. As a rule of thumb, any event that includes having minor children on site should be cleared through Central Office Human Resources.
 - b) Events where contracts are involved between Ivy Tech and a vendor or a situation where students are using equipment belonging to the vendor (excluding nursing program affiliate sites). A couple of examples are A/V students broadcasting from the public radio station or the Culinary Arts students setting up a vending booth at the RCA Dome.
- 3) The College does not have coverage for intramural sports. Each participant in these events must sign a waiver. A copy of the standard waiver is attached. If a student is injured during one of these events or while in transit to or from the event, our insurance WILL NOT cover the cost for medical treatment.
- 4) When outside vendors set up booths or teach classes for Ivy Tech Community College, the College must verify insurance coverage via requesting a Certificate of Insurance from the vendor.

11/7/06

Any questions or clarification on what should be reported can be directed to:

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