

WHEN OTHERS REQUEST PROOF OF INSURANCE FROM YOU

When entering into agreements with others, you may be asked to provide a Certificate of Insurance evidencing coverage. Examples of requests from others:

- Use of others property or facilities
- Events held off campus
- Use of public streets or property
- Retreat Centers
- Student/Youth camps
- Lease of office equipment
- Oregon Liquor Control Commission

If the requesting party requires “evidence or proof of coverage” only, contact the Risk Management Department with your request. Proof of coverage and evidence only coverage Certificates of Insurance on kept on file and updated annually.

Any Agreement that requires you to provide an Additional Insured Endorsement, contains indemnification or hold harmless provision, or requires a signature, will require review and approval by the Risk Manager *before* it has been signed and processed and a certificate is issued.

INDEMNIFICATION AND HOLD HARMLESS CLAUSES

When an agreement includes an Indemnification clause or Hold Harmless wording, review and approval from the Risk Manager is required.

- Send the completed Certificate of Insurance Request Form and the agreement to riskmanagement@archdpdx.org.
- If the indemnification is “one sided” and modifications are necessary, you will be notified of the suggested edits.
- Return the edited agreement to the other party for review and approval.
- The Risk Management Office will notify you and Arthur J. Gallagher when the agreement modifications have been completed and approved.
- A Certificate of Insurance will be provided to the parish contact and a copy sent directly to the requesting party by Arthur J. Gallagher.
- Allow 10 business days for processing.

REQUESTING THE CERTIFICATE

- Obtain a copy of the agreement
- Download a current Certificate of Insurance Request Form
- Be sure to review the form and request only the items
REQUIRED IN THE AGREEMENT
- Attach the completed form along with the agreement and forward them to Arthur J. Gallagher as indicated ON the bottom of the form.