



Campus Recreation
UCSD Challenge Course
(858) 822-3558

9500 GILMAN DRIVE M/C 0004
LA JOLLA, CALIFORNIA 92093-0004
(858) 453-8762 FAX

The following are the Insurance Certificate Requirements for entities utilizing University services and/or facilities. This is required for the day(s) of the event.

Please email the following to teamchallenge@ucsd.edu or fax to 858-453-8762.

You may also mail your paperwork by postal service, but please ensure that the documents will arrive before the scheduled program date. Mail to the address below, including "Attn: UCSD Challenge Course" so that it reaches the correct office.

Attn: UCSD Challenge Course
9500 Gilman Dr. MC 0004
La Jolla, CA 92093-0004

Insurance Certificate Requirements:

1. A certificate of insurance with **The Regents of The University of California** listed as a Certificate Holder.
2. General (Commercial) Liability Insurance-\$1,000,000 per occurrence and \$2,000,000 general aggregate.
3. A **SEPARATE endorsement** (in the *Description of Operations/Location/Vehicles/Restrictions/Special Locations* section) naming "The Regents of The University of California, its officers, agents, and employees are named as additionally insured with regards to the UCSD Challenge Course on *specific date*." (i.e. CG20 26 or CG 20 24 or comparable).
If you are making a blanket certificate for multiple days or different programs/ departments on campus, you can change the last part of the statement accordingly.
4. Proof of Workers' Compensation Coverage.

If the paperwork is sent directly from your insurer, please have them include your organization/ company name as a reference. We often receive paperwork from the same insurer, and without an organization name, it can be difficult to figure out which organization the certificate of insurance is for.

If you are unable to obtain the required documents from your insurer, you can purchase special event insurance that meets UCSD requirements through Mercer Insurance. Contact the Challenge Course for more information about this option.

Please be advised that we reserve the right to cancel an event if the required insurance certificate and separate endorsement form are not received by the University in advance.

If you have questions regarding the above, please call the Challenge Course office at (858) 822-3558.

Thank you,
Tom Rottler

Associate Director of UCSD Recreation