A Certificate of Insurance is required from all outside agencies/groups holding or participating in an event at PC. The requirements are:

**All external facility users are required to provide a Certificate of Insurance.**

Maricopa County Community College District, its agents, officers, officials, employees, and volunteers are hereby named as additional insureds as their interests may appear. The certificate must name:

Maricopa County Community College District

Phoenix College

1202 W. Thomas Rd.

Phoenix, AZ  85013

as the certificate holder and include the following insurance coverages, at $1,000,000 each:

* Commercial General Liability (GL)
* Commercial Automobile Liability (AL)
* Workers’ Compensation (WC)
* Policies shall contain a waiver of subrogation endorsement in favor of Maricopa County Community College District, its agents, officers, officials, employees, and volunteers.

If the organization does not have existing insurance, The Tulip Program is an option:

* The [TULIP Program](https://tulip.ajgrms.com/) provides low-cost general liability insurance to third party users for various venues and facilities for events.

Examples of when a Certificate of Insurance (COI) is needed:

* + Co-sponsored Events
		- The external organization will need to provide the COI before the event can be confirmed. Please provide the COI at the time the 25Live request is submitted and co-sponsored paperwork is being processed
	+ Rental Events
		- The external organization will need to provide the COI in order to hold the space while the paperwork is being processed
	+ Food Truck
		- In addition to the COI, food trucks will also need to provide valid food handlers documentation & their license to operate one week before they are scheduled to conduct business on campus.
	+ External groups that are participating in co-sponsored or internal events on campus such as: performers, DJ’s, caterers, vendors and any external group promoting/providing physical activity at an on-campus event are required to provide a COI.

If you have any questions regarding if a Certificate of Insurance will be required for your event, please contact Priscilla Gonzales at 602.285.7437 (p.gonzales@phoenixcollege.edu) or Nancy Yocopis at 602.285.7734 (nancy.yocopis@phoenixcollege.edu) for further assistance.

Please provide the Certificate of Insurance at least 3 weeks or more before the event start date, to ensure the COI and additional documentation are approved.