

MEMO

To: All Facility Users

From: Lynn Ruddy
Associate Director of Athletics, Bowdoin College

Date: November 5, 2005 – revised July 1, 2008

Subject: Insurance certificate requirements

All schools, associations, corporations and facility users of Bowdoin College facilities must comply with the following Bowdoin College rental/user insurance requirements. It is the host schools responsibility to inform their opponents of this requirement. This includes schools sending individuals to compete as independents.

- #1 All users must send a Proof of Liability Insurance Certificate to Bowdoin College. Insurance companies can fax the certificate directly to Lynn Ruddy at 207-725-3019 or send it to me at: 9000 College Station, Brunswick, Maine, 04011, or send a pdf file to: lruddy@bowdoin.edu
- #2 The certificate holder is: Bowdoin College, 5600 College Station, Brunswick, Maine, 04011
- #3 **The certificate must list Bowdoin College as an additional insured.** The official college address is 5600 College Station, Brunswick, Maine, 04011.
- #4 The name of the school/association must appear on the certificate.
- #5 To be inclusive and eliminate duplication, schools/associations should ask their insurance company to state the following in the box named Description of Operations/Locations/Vehicles/Special Items:

The certificate holder is named an additional insured with respect to liability in regard to use of facilities at Bowdoin College in regard to school sponsored activities/participation during the current academic school year. This will cover all sponsored sports each season of the current year.

Schools, teams, individuals will not be permitted to use Bowdoin College facilities until the Proof of Liability certificate has been received and filed in the Bowdoin College athletic department office.

Should you have any questions or concerns, please do not hesitate to call me at 207-725-3623.