

Tenant User Liability Insurance (TULIP)

11/14/2018

If an outside organization or individual wishes to utilize on campus facilities, based upon the nature of the use and the associated risks, the College may require that the organization or individual provide a certificate of liability insurance.

If such a certificate is required, but the organization or individual does not have access to the necessary insurance, the Nebraska State College System has partnered with CampusConnexions, a unit of Mercer Consumer, a service of Mercer Health & Benefits LLC to provide TULIP coverage. Use of CampusConnexions is available as an option and is not mandatory. The organization or individual may purchase the necessary insurance from whomever they choose.

To secure coverage, the Organization or Individual needing the insurance can access this program at www.campusconnexions.com.

- ◆ Using the drop down menu select Nebraska State College System and click "Go".
- ◆ Using the drop down menu, select the appropriate College and click "Go".
- ◆ From Products on the menu bar, select Tenant User Liability Insurance Policy. Information is available regarding the various types of events covered and the types of coverages available. The Contacts tab provides contact information for Mercer should anyone have questions.
- ◆ To apply for the insurance coverage with a \$1 million per occurrence limit and \$2million aggregate, click Apply Now. If other limits are needed, click the link in the blue box marked [here](#).
- ◆ You will have to provide various types of information. Once complete you will receive an automated quote which includes the premium for the policy and a \$35.00 administrative fee. If for some reason an automated quote cannot be generated, you can click Continue to receive a quote from the carrier once they have reviewed the information you have provided.
- ◆ If you receive the automated quote, you will need to provide additional information regarding your organization and the event.

IMPORTANT: You must add the College as an "Additional Insured" by clicking add additional insured and choosing owner or Lessor of Premises and adding "Nebraska Board of Trustees d/b/a Chadron State College, Peru State College or Wayne State College" as the name of the additional insured along with the College's address. (You need not include all three colleges. Choose the appropriate college for your event.)

You can include more than one additional insured if needed.

Once all of the information is provided and you have agreed to the terms and conditions, you will be directed to a payment screen.

Certificates of Insurance are issued immediately for approved applications and sent to the email address provided in your online application. **Copies of the certificate of insurance must be provided to the Vice President for Administration and Finance at the College.**

