

# **Baylor University**

## **General Insurance Requirements**

1. Any party to a contract with the University will be required to maintain insurance and submit certificates of Insurance as evidence of coverage that meets the requirements specified here according to the nature of the services provided. The University reserves the right to require specific coverage amounts, policies, or endorsements in addition to those described in the minimum standards. Certificates of Insurance and appropriate endorsements must be submitted to the University no less than five business days prior to the effective date of any agreement. Failure of the University to require a certificate, acceptance of a noncompliant certificate, or the University's allowing work under the contract to commence shall not waive these insurance requirements.
2. Baylor University must be listed as the certificate holder:  
Baylor University  
One Bear Place 97371  
Waco, TX 76798
3. Insurance policy must name Baylor University, present and past members of its Board of Regents, its officers, employees, agents, and volunteers as additional insureds for both ongoing and completed operations under general liability, umbrella/excess liability, environmental liability and all other policies unless otherwise specified by contract.
4. A Waiver of Subrogation in favor of Baylor University and its Board of Regents' past and present members, employees, officers, directors and agents under all policies if required by written contract.
5. Insured parties must provide a minimum of 30 days advance notice of cancellation, non-renewal, or material change of policies required under the contract.
6. Insurance coverage provided shall be primary and non-contributory to any insurance coverage or self-insurance maintained by Baylor University.
7. Baylor University requires that all parties to a contract with the University provide a renewal Certificate of Insurance within 5 days of policy renewal.
8. The University may also require that proof of professional liability and pollution liability coverage be provided for up to three (3) years after completion of a project or service.
9. The contractor agrees that the insurance requirements specified in the contract do not reduce the liability the contractor has assumed in the indemnification/hold harmless

section of the contract.

10. Baylor University reserves the right to approve the security of the insurance coverages provided by the Insurance Company(ies) terms, conditions, and the Certificate of Insurance. Failure of the Contractor to fully comply with these requirements during the term of the Contract will be considered a material breach of contract and will be cause for immediate termination of the Contract at the sole option of the University.