



Conference and Event Services

300 North Washington Street
Campus Box 2457
Gettysburg, Pennsylvania 17325 -1400

717.337.6390
717.337.6732 fax
www.gettysburg.edu

Memo To: Conference and Camp Directors

From: Jennifer Coale
Conference and Event Services Manager

Re: Contract Copies and Certificate of Insurance

Enclosed are two copies of your contract that need to be reviewed by your organization to use the facilities at Gettysburg College. Please sign the original contract and return it to Conference Services at the address listed below. The other copy marked "**COPY**" is for you to keep for your records.

Please note there has been a change to our deposits and payment schedule that you will see in your contract. The Conference and Event Services Department will be sending out reminders, but please make notes of this important change and the dates associated.

We require all groups to provide a Certificate of Insurance thirty days before arriving on campus. These policies need to contain the following provisions unless otherwise noted in your contract:

The Client agrees to maintain commercial general liability insurance insuring against injury or death to persons and damage or destruction of property as the result of the acts or omissions of the Client, its agents, employees, or participants. The Client must include coverage for sexual abuse and molestation, either under the commercial general liability policy or under a standalone sexual abuse and molestation policy. The limits of such protections shall be One Million Dollars (\$1,000,000.00) per occurrence, and Two Million Dollars (\$2,000,000.00) aggregate. The College shall be an additional insured on the commercial general liability policy and any standalone sexual abuse and molestation policy. Proof of such insurance shall be provided to the College.

If you or your insurance carrier has any questions about these requirements, please call Jennifer Coale at (717) 337-6924.

Please forward the copy of the contract and the Certificate of Liability to the address below.

Conference Department
Gettysburg College
Campus Box 2457
Gettysburg, PA 17325