

CERTIFICATES OF INSURANCE COVERAGE

I. Certificates of Insurance for LDS Stakes signing contracts with venues:

A Certificate of Insurance needs to be filled out by the Church organization signing the contract with a venue. This provides the Church entity signing the contract coverage and not just BYU. Stake leaders will need to fill out the certificate of insurance request online.

Steps to filling out the insurance document:

1. Go to: <https://ldschurchportal.secure.force.com/certificates>
2. Click the link which says "Certificate of Insurance"
3. Read through the instructions document, then click "Next" at the bottom right of the page
4. Select "Create New Certificate Request", then click "Next" at the bottom right of the page
5. Fill out the form noting that red bar items are mandatory
6. Be sure to attach the signed contract with the venue to the request
7. Include in the notes section that this document is needed within the next 24 hrs.

If any questions arise the Church Office Risk Management Department should be contacted:

Brian Tingey
801-240-9587
tingeybh@ldschurch.org

Bonnie Ericksen
801-240-1589
ericksenbh@ldschurch.org

II. Certificates of Insurance for BYU Alumni Chapters signing contracts with venues:

A Certificate of Insurance needs to be filled out by the Alumni entity signing the contract with a venue. This provides the Alumni entity signing the contract coverage and not just BYU.

Contact the BYU Risk Management Department for information and assistance through the process:

Insurance Manager:
Craig Haderlie
801-422-2797
craig_haderlie@byu.edu

Insurance Assistant:
801-422-6886
insurance_assistant@byu.edu

III. Non-LDS or Non-BYU groups signing contracts with venues (such as an arts councils):

Non-LDS and Non-BYU presenters will need to obtain their own Certificate of Insurance through other sources.

IV. BYU Performing Arts Management (PAM) Group signing contracts directly with venues, PAM will need to obtain its own Certificate of Insurance

Steps to filling out the insurance document:

1. Go to BYU Risk Management Website: <https://risk.byu.edu/apps/service/index.php>
2. Select "Certificate of Insurance Request" in the **New Service Request**: drop down menu
3. Fill out the form completely noting that items with * symbols are mandatory
4. Be Sure to attach the signed contract with the venue to the request (NOTE: all contracts are reviewed by the Insurance Assistant for coverage application, including any special endorsement requests, and all indemnification clauses are reviewed by the Insurance Manager and are subject to review and approval by the Managing Director).

5. Please allow at least two weeks for review of the contract and insurance requirements – rush requests can be filled and are handled on a case-by-case basis. Please indicate any special handling requirements in the ‘Additional Comments’ section.

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