

## CERTIFICATES OF INSURANCE

The College requires a Certificate of Insurance (COI) naming the College as an “Additional Insured” from all third party vendors conducting business on the Muhlenberg Campus. A COI is a standardized insurance industry form showing evidence of coverage(s). The College asks to be named as an additional insured as a means of protecting itself against claims resulting from the negligence and/or misconduct of its third party vendors.

The College, at times, may also be asked to *provide* a COI to a third party when the College is conducting business at an off-campus location/venue. Request for the College’s COI should be forwarded to the Treasurer’s Office for review and fulfillment.

