

TO: GENERAL DISTRIBUTION
FROM: RISK MANAGEMENT & INSURANCE
SUBJECT: TENANT USER'S LIABILITY INSURANCE POLICY – TULIP

Auburn University and Auburn University Montgomery require general liability insurance for approved Facility Users that are holding events on University property. This requirement can be satisfied by providing a certificate of insurance showing evidence of proper general liability insurance that meet minimum University requirements.

Can I hold my event on Auburn University or Auburn University Montgomery property?

The individual or group requesting to hold an event on University property must first contact the proper department responsible for the building or grounds where the event will be held and obtain permission to hold the event at that location.

What is TULIP?

In order to make it more convenient for Facility Users to obtain general liability insurance on their own, the University is enrolled in the URMIA (University Risk Management Insurance Association) Tenant User's Liability Insurance Policy (TULIP) designed for Facility Users who need to purchase general liability insurance for their campus event. You have the option of obtaining a quote from this plan, or securing coverage independently. The TULIP program is administered by Arthur J. Gallagher Risk Management Services, Inc.

TULIP was designed to provide low cost general liability insurance to Facility Users through an on-line purchasing process. The TULIP coverage protects both the Facility User and the University against claims brought by third parties, with no relation to the University, who may suffer bodily injury or property damage as a result of participating in an event on University property.

[COVERAGE DETAILS](#) – Click to view coverage details, a list of eligible and ineligible activities and a sample policy.

What will it cost?

Premium costs will be paid by the Facility User. Premium costs will vary based on the nature of the event, the duration of the event, the number of participants, the level of risk of the event, and any special requirements. A price will be quoted once the online application has been completed and before you are prompted to purchase coverage.

How do I purchase TULIP coverage?

- **[QUICK QUOTE TUTORIAL](#)** – Click to watch a short video walkthrough of the quote process.
- **[TULIP HOME](#)** – Click to start the process of purchasing TULIP coverage.

- Select “Quick Quote” from the upper menu bar.
- Select “Alabama” from the “Select State” drop down menu. Select “Auburn University” from the “Select Location” drop down menu. Select either “Auburn University” or “Auburn University Montgomery” from the “Select the Venue” drop down menu. Click “Next.”
- Select the date(s) of the event then use the slide bar to select the average daily attendance.
- Select the type of event you are holding from the “Select Event Type” drop down menu. If you are unable to locate the type of event you are holding you can use the search bar to search by key word. Please remember that certain events are not covered. Click “Next.”
- Under coverage options you should select “No” for excess coverage unless otherwise instructed by the university. Since the university is an alcohol free campus you cannot select to have an event with alcohol. If you are having vendors, exhibitors, or performers check “Yes” then click the check box next to each that apply and include the number for each. Click “Next.”
- Click “Next” again once you have reviewed your coverage and premium summary and you are satisfied with your premium quote.
- Under “Purchase Coverage” enter all information. At this time premium payments can only be paid via credit card. Click “Submit” and complete your payment.
- You will be directed to a “Coverage Purchase Confirmation.” Upon completion of the transaction, you will receive via e-mail a copy of the application and a certificate of insurance. Auburn University Risk Management & Insurance will also receive a copy of the application and a certificate of insurance. Once you receive this information you have coverage for the event.

Low risk events will be automatically underwritten, and Facility Users should be able to complete their transaction in one web session. High risk events or events not found on the event list may not be covered. If so you will need to contact Arthur J. Gallagher Risk Management Services, Inc. directly. Contact information can be found below. A representative will request additional information and advise you as to whether or not coverage can be obtained for your event. If coverage is not available through TULIP they may be able to work with you to place insurance coverage through another source.

Cancellation and Refund of Premium Policy

TULIP coverage already purchased is fully refundable if the insured event did not occur, and notification was given to Arthur J. Gallagher Risk Management Services prior to the effective date of coverage. Please be advised that coverage begins at 12:01 a.m. on said effective date.

Troubleshooting

For questions regarding TULIP or problems with its website or to cancel coverage, please contact:

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