

### What is the TULIP and how does it benefit the ASU community.

The TULIP is Tenants' and Users' Liability Insurance Policy, also known as "Events Coverage". It is a web based program used by institutions who permit "third parties" to use their facilities for specific events. It is NOT intended for institutions to shift any of their specific operational risks away from their own General Liability Policies.

It protects both the Facility User and the Institution against claims by third parties who may be injured or lose property as a result of participating in an event.

Events may range from very low risk events such as classroom seminars, receptions or weddings to higher risk events including camps, sports events or rock concerts.

Basic Coverage includes:  
Limits of Liability

Aggregate	None	
Products-Completed Operations	\$1,000,000	
Personal and Advertizing Injury	\$1,000,000	
Each Occurrence	\$1,000,000	Higher limits available (may be required by Institution)
Fire Damage	\$50,000	Any one fire
Medical Payment	excluded	Optional coverage available (may be required by Institution)
Liquor Liability	\$1,000,000	Additional cost (may be required by Institution)
Athletic or Sports Participants	excluded	Optional coverage available (may be required by Institution)
Abuse or Molestation	excluded	Optional coverage available (may be required by Institution)

### Who can access TULIP?

Third parties with no relation to the institution, and no institutional financial support who need insurance will be directed to the Web site <http://urmia.bene-marc.com> by the Events Office or Insurance Services. They will need to log in, complete an application form and pay by credit card for their coverage. Upon completion of the transaction, they will receive via e-mail a copy of their application and a binder of coverage. Insurance Services and the Events Office will each receive a copy of the application (describes the event) and a certificate of insurance. The Events Office is responsible for checking the application against the agreement for facilities use to verify that the correct information was provided.

## How is the TULIP accessed?

You must be an approved facilities user at the Institution, and be given a Pass Code by Insurance Services or the Events Planning Office.

You must go to the Web site: <http://urmia.bene-marc.com>. You will need to log in, complete an application form and pay by credit card for your coverage. For all low risk events (they appear in the drop down box) you should be able to complete your transaction in one web session. Costs are based upon the risk of the activity, the number of days of the activity, the number of participants and if there are any special requirements, including alcohol liability, participant coverage, etc.. Upon completion of the transaction, you will receive via e-mail a copy of their application and a binder of coverage. A copy will be sent to the appropriate offices at the Institution confirming your transaction.

First time users must first register. After registration, they will be returned to the login/welcome screen. At this screen they will key in their email address and password. They must check the "Agree to Terms of Use" box to continue.

The next screen has a field to enter the pass code.

You may view or print out the original policy in .PDF format on the URMIA web site at <http://www.urmia.org/TULIP/welcome.htm>., Scroll down the left column to the policy you have purchased and use the member name "**member**" and pass code "glacier" to access it. Please disregard the premium shown on the policy; this is for deposit purposes and is not reflective of the coverage you have purchased. The certificate of insurance is proof of coverage.

## Pass Codes for Arizona State University

**Tempe Campus: 30941286**

**West Campus: 30942286**

**Polytechnic Campus: 30943286**

**Phoenix Campus: 30944286**

## What types of events ARE covered by TULIP?

There are four classes of events depending on the level of risk exposure. Class One: Low Hazard. Class Two: Medium Hazard. Class Three: Moderate Hazard. Class Four: High Hazard.

### TULIP Class One Activities

Anniversary Parties

Antique Shows

Art Festivals

Art Shows

Auctions

Auto Shows

Award Presentations

Ballerts or other Classical Dance Shows

Banquets

Bazaars Bewauty Pageants

Body Building Contests

Business Meetins Business Shows

Birthday Parties

Church Services or Meetings

Civic Club Meetings

Classical Music Concerts – Indoors

Consumer Shows

Conventions in Buildings

Craft Shows

Debuts

Debutante Balls

Drill Team Exhibitons

Educational Exhibitions

Electronics Conventions

Fashion Shows

Fishing Events

Charity Benefits, Auctions, or Sales  
 Garden Shows  
 Graduations  
 Harvest Festivals – No farm implements or equipment.  
 Home Shows  
 Jam and Jazz Concerts – Indoors  
 Job Fair – Indoors  
 Ladies Club Events  
 Lectures  
 Luncheons  
 Meetings – Indoors  
 Pageants

Flower Shows  
 Professional and Amateur Association Meetings  
 Reunions - Indoors  
 Seances  
 Scouting Jamborees – no overnight camping  
 Seminars  
 Social Receptions  
 Speaking Engagements  
 Symphony Concerts  
 Teleconferences  
 Telethons  
 Trade Shows - Indoors  
 Vacation Shows  
 Voter Registration  
 Wedding Reception

**Rates per Day: 1 – 4 Days**

DAILY Attendance	Class One Activities
A. 1-100	95.00
B. 101-500	135.00
C. 501-1500	165.00
D. 1501-3000	215.00
E. 3001-5000	320.00

**Class Two:**

Bingo Games  
 Classical Music Concerts – Outdoors  
 Festivals and Cultural Events – Indoors  
 Jam and Jazz Concerts – Outdoors  
 Job Fairs – Outdoors  
 Meetings – Outdoors  
 Old Timer Events  
 Picnics held at grounds without pools or lakes

Political Rallies  
 Reunions – Outdoors  
 School Band Competitions or Events  
 Soap Box Derbies  
 Social Gathering – Outdoor  
 Trade shows – Outdoors  
 Union Meetings

**Rates per Day: 1 – 4 Days**

DAILY Attendance	Class Two Activities
F. 1-100	125.00
G. 101-500	170.00
H. 501-1500	240.00
I. 1501-3000	335.00
J. 3001-5000	455.00

**Class Three:**

Aerobics and Jazzercise Classes or Events  
 Baseball  
 Basketball  
 Bicycle Rallies (Not including races)  
 Casino and Lounge Shows  
 Country Western Events – No rodeos or rides  
 Country Festivals and Fairs – No rides  
 Festivals and Cultural Events – Outdoors  
 Film Showings  
 Heads of State Events  
 Ice Skating Shows

Junior Athletic Games  
 Karate Meets  
 Livestock Shows  
 Nightclub Shows  
 Parades – Under 500 Spectators  
 Proms  
 Softball Events  
 Sporting Events in Buildings – Non-professional  
 Theatrical Stage Performances  
 Volleyball Events

**Rates per Day: 1 – 4 Days**

DAILY Attendance	Class Three Activities
K. 1-100	165.00
L. 101-500	230.00
M. 501-1500	330.00
N. 1501-3000	465.00
O. 3001-5000	665.00

**These risks are considered High Hazard and must be referred to the underwriter if ASU approval for the event is given.**

**TULIP Class Four Activities**

Aircraft and Balloon Events  
 Animal Acts and Shows  
 Any event with daily attendance over 5,000  
 Any risk with Prior Losses  
 Anything not otherwise classified in the guide  
 Armed private security used at an event  
 Block Parties/Street Closures/Street Fairs  
 Boat Shows  
 Boxing, Wrestling, Hockey and Football Games  
 Carnivals  
 Circus and Carnivals – Non Domesticated Animals  
 Concerts – Not Otherwise Classified  
 Evangelistic Meetings  
 Exhibitions  
 Film Production  
 Gun and Knife Shows  
 Gymnastic Competitions  
 Instructional Classes

Marathon (Walking, Running, etc.)  
 Mechanical Amusement Devices  
 Mobile Home Shows  
 Motorized Sporting Events  
 Overnight Camping  
 Professional Sporting Activities  
 Promoters  
 Pyrotechnics  
 Rap and/or Heavy Metal  
 Rodeos and Roping Events  
 Rummage Sales  
 RV Shows  
 Sidewalk Sales  
 Ski Events  
 Swap Meets  
 Swimming, Swimming Pool Facilities  
 Water Activities or Events  
 Tractor Trailer Pulls

**Rates per Day: 1 – 4 Days**

DAILY Attendance	Class Four Activities
P. 1-100	165.00
Q. 101-500	230.00
R. 501-1500	330.00
S. 1501-3000	465.00
T. 3001-5000	665.00

## **Q & A's Regarding TULIP**

**Can third parties hosting events at ASU or hired to be part of events hosted by Asu entities on campus use the TULIP to meet ABOR requirements insurance?**

Yes.

**Can student clubs hosting events at ASU or recruited to be part of events hosted by ASU entities on campus use the TULIP to meet ABOR requirements for insurance?**

Yes, the program is open to any one for any event on ASU Property as long as it is an approved event.

**Can student clubs hosting events off campus or recruited to be part of events hosted by ASU entities off campus use the TULIP to meet insurance requirements of the off campus entity they are working with, such as the City of Tempe?**

No, on campus events only.

**Can ASU students serve as volunteers for ASU sponsored events, programs, or services?**

Yes.

**If yes, can the sponsoring ASU entity use the volunteer form to secure liability insurance for those volunteers?**

Yes.

**Can non ASU persons serve as volunteers for Asu sponsored events, programs, or services?**

Yes.

**If yes, can the sponsoring ASU entity use the volunteer form to secure liability insurance for those volunteers?**

Yes.