

ATTACHMENT G

Request to Waive Insurance Coverage

In accordance with the University of Hawaii at Hilo, Agreement for Facility Use, all non-University affiliated organizations utilizing facilities or grounds owned or operated by the University must provide a certificate of insurance verifying the existence of the necessary liability coverage, including the coverage of the University of Hawaii and the State of Hawaii, and their officers, employees, and agents.

The Chancellor or his/her designee who has jurisdiction over the subject facilities may waive this insurance requirement, if necessary, when the activity serves the best interest of the University and there is adequate showing of responsibility by the organization.

To be completed and submitted for approval by the scheduling officer:

Name of Organization:	Address:	
Name of Responsible Person on the Day(s) of the Event:	Email:	Phone:
Date(s) of Event:	Expected Attendance	
Purpose of Event:		
Room/Facility Requested:	Will alcohol be served?	Hours of Use:
Provide a detailed explanation regarding why the organization is requesting a waiver for insurance coverage, to include 1) how the use of University facilities for the event serves the best interest of the University; and 2) details demonstrating adequate responsibility by the organization:		
Recommend approval: _____ Date: _____ <div style="text-align: center;">Scheduling Officer</div>		
<input type="checkbox"/> Waiver for Insurance Coverage Approved <input type="checkbox"/> Waiver for Insurance Coverage Denied <div style="text-align: right; margin-right: 50px;">Reason denied: _____</div> <div style="text-align: right; margin-right: 50px;">_____</div>		
_____ Date: _____ Chancellor or Chancellor's Designee		