

**MAY 2024**

**INFORMATION FROM RUTH DAMPHOUSE RE UWINNIPEG INSURANCE REQUIREMENTS**

**Ruth Damphouse, CIP, ABCP**

Risk and Insurance Manager

Campus Risk Management

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- UWinnipeg requires proof of a valid Commercial General Liability (CGL) policy for any outside person/group using the property(s) or facilities. Some entities will have this type of insurance as a normal course of being a business in Manitoba.
- Any group which includes one or more non-UW student or recent graduate (up to five years from graduation) must be able to present us with a Certificate of Insurance (COI) \$2 million (minimum) policy.
- The University of Winnipeg is to be added as *“Additional Insured”* on this policy. The physical address to use is:
  - The University of Winnipeg
  - 515 Portage Avenue
  - Winnipeg MB R3B 2E9
- If you do not already have access to this type of insurance, UWinnipeg has access to a Facility User Group Policy through the UWinnipeg broker partner HUB International.
- The university has already set up a program with HUB International for UWinnipeg for this particular policy purchase. User groups are not required to use the services of HUB International. UW believes using HUB International will be easier as they have already set up a program.
- The contact at HUB International is:
  - Maximilion Guttman [maximilion.guttman@hubinternational.com](mailto:maximilion.guttman@hubinternational.com)
- Feel free to contact Ruth Damphouse (contact above) should you have any questions or wish to discuss.
- When the Certificate of Insurance is received, please forward to Melinda Tallin in the THFM department office at [m.tallin@uwinnipeg.ca](mailto:m.tallin@uwinnipeg.ca), and cc Risk Management at [rms@uwinnipeg.ca](mailto:rms@uwinnipeg.ca) or [r.damphouse@uwinnipeg.ca](mailto:r.damphouse@uwinnipeg.ca).
- Please note you the User Group is responsible for payment for this policy. UWinnipeg will not address any costs to secure a CGL policy to use the community’s campus properties and facilities.