



## Guidelines for Applying for a COI – Certificate of Insurance

*Revised 08/03/07*

**What is the purpose of a COI?** A COI protects Fairfield University from possible claims of damage, loss, or injury resulting from your presence and the presence of your crew and equipment when videotaping/filming on non-Fairfield University property.

**When do I need a COI?** If you are engaged in college-sanctioned activities off campus at private or municipal property, you will likely be asked to provide proof of college insurance to cover the property owner from property damage and liability caused by the college-sanctioned activity. The certificate of insurance is provided to the municipality or property owner directly from the college's insurance broker. Not all property owners request or require that you provide a COI. However, as a rule of thumb, most businesses, corporate entities, and services, such as METRO North, will require a COI.

**How do I obtain a COI?** A “COI Request Form” can be obtained from Jean-Henry Mathurin, Room G-2C, XVR Hall, or at [jymathurin@mail.fairfield.edu](mailto:jymathurin@mail.fairfield.edu). Upon completing the form, return to same at least 2-working days prior to the shoot-date.

Once processed, the University’s insurance carrier will FAX or e-mail a copy of the COI to the person listed as the “Contact Name at Site” on the request form, as well as an electronic copy to the Media Center. In turn, a copy will be mailed to you, electronically forwarded, or can be picked up in person at Room G-2C, Xavier Hall. It is important that you have a copy of the COI in-hand at the remote videotaping/filming site.

**Do I need a COI for each shoot?** A COI can cover a single remote site for a single day of shooting, at a specified time(s); or, a single remote site for multiple days of shooting, at specified times.

What is important to remember, however, is that a COI will be in effect only for the approved location, date(s) and time(s) specified in the request. If the location, date(s) and/or time(s) change for whatever reason, you need to request a new COI.

**What about New York City?** A COI is already on file with The City of New York Mayor’s Office of Film Theatre & Broadcasting. A copy can be obtained from Jean Mathurin, Room G-2C, Xavier Hall or [jymathurin@mail.fairfield.edu](mailto:jymathurin@mail.fairfield.edu)

Contact number: (203) 254-4000, Ext. 2725