



Certificate of Liability Request Form



Please submit this form to your County Educator at least 3 weeks prior to your event. Your Educator will then submit the request via email to the Office of Risk Management.

Department requesting Certificate:

Extension *(please indicate county office)*

4-H Person requesting certificate:

(this is you, or your volunteer)

Phone & Fax #:

Description of Event: (please be detailed)

(List approximate number of attendees, location, types of activities, age of participants, and if event is open to public at large)

Date of Event:

Beginning and End time of Event:

Certificate Holder:

(Person/Business that needs the certificate)

Address of Certificate Holder:

Certificate Holder fax #/contact name:

(if certificate needs to be faxed)

Special Instructions:

University of Vermont policy dictates that we "Do Not Name Additional Insured"

If the event is being held on your property or another private property owner, and expect more than 50 people in attendance, please fill out the Facility Use and Indemnification Agreement