

University of North Carolina

School of the Arts

Request for Certificate of Insurance

Facility Rental

Please complete this form and send to the **Purchasing Inbox** when a Certificate of Insurance (COI) is needed. All applicable fields must be completed. Note that it can take up to **5 business days** to receive a COI after request. A quote must be attached.

DEPARTMENT:

DATE:

CONTACT:

PHONE NUMBER:

VENDOR INFORMATION

Venue

Address

City

State

Zip Code

Country

Venue Contact:

Rental Purpose:

Date(s) of Rental: