

## The following items are needed to complete a Facility Use Agreement.

**Rationale:** The State of Minnesota requires a Facilities Use Agreement and supporting documentation for an outside entity to utilize campus spaces. Below are the steps needed to complete the facilities use agreement and a list of supporting documentation.

### Items needed for a Facility Use Agreement:

- **Vendor Number with State of Minnesota Vendor System**
- **Current W-9**
- **Name and Email of FUA signatory**
- **Copy of COI insurance with MN State named additionally insured**

### Steps for starting a facility use agreement:

- Register as a vendor with the State of Minnesota
  - Complete the online form to become an approved vendor with MN State:
    - Follow this <https://admin.mnsu.edu/finance-and-administration/departments/business-services/purchasing/vendor-number-request/>
    - click on the “Vendor Registration Link” to register as a vendor
    - Complete form and forward your vendor number to me [wiliam.tourville@mnsu.edu](mailto:wiliam.tourville@mnsu.edu)
    - **Please see the attached instructions guide**
- Please email the following information to the Assistant Director for University Scheduling and Conference Services at [William.tourville@mnsu.edu](mailto:William.tourville@mnsu.edu).
  - Name and Email of the person signing the agreement
  - An up-to-date W-9 for the business/entity
    - This is to confirm you are registered with the Minnesota Secretary of State’s office as a business. [How to Register](#)
- Please email a Certificate of Liability Insurance with the requirements stated below to the Assistant Director for University Scheduling and Conference Services at [William.tourville@mnsu.edu](mailto:William.tourville@mnsu.edu).
  - **The minimum insurance amounts will be:**

- **\$2,000,000.00 per occurrence or \$1,000,000.00 per occurrence + \$1,000,000 Excess Umbrella**
- **\$2,000,000.00 annual aggregate**
- In addition, the following coverages must be included:
  - Products and Completed Operations Liability
  - Blanket Contractual Liability
  - Name the following as Additional Insured:
    - Board of Trustees of the Minnesota State Colleges and Universities Minnesota State University, Mankato/System Office
- If you do not carry insurance, you can purchase a policy through the [Tenant-User Liability Insurance Policy](#) or through your [home owners insurance policy](#).