



TEXAS A&M UNIVERSITY-SAN ANTONIO  
Department of Risk Management

## Guidance for when General Liability Insurance is Required of a Guest

1. Are the activities expected to be completed by the Guest, similar to a typical student classroom lecture (excluding laboratory activities)? Yes or No
  - a. If **yes**, does the Guest represent a potentially controversial platform (i.e. will their presence and/or agenda create a long discussion among people with opposing opinions that has the potential for a negative outcome such as inciting riots or protests?) Yes or No
    - i. If **yes**, insurance will be required.
    - ii. If **no**, insurance will not be required.
  - b. If **no**, what are the activities expected to be performed by the Guest? Please complete the A&M-San Antonio Risk Assessment Matrix and submit to the A&M-San Antonio Risk Manager, Rita Arredondo [rsarredo@tamusa.edu](mailto:rsarredo@tamusa.edu). The completed Risk Assessment Matrix will be used to help determine if insurance will be required of the Guest.
2. If the activities expected to be completed by the Guest are similar to a laboratory setting, please complete the A&M-San Antonio Risk Assessment Matrix and submit to the A&M-San Antonio Risk Manager, Rita Arredondo [rsarredo@tamusa.edu](mailto:rsarredo@tamusa.edu). The completed Risk Assessment Matrix will be used to help determine if insurance will be required of the Guest.

