

FORM A

THIRD PARTY EVENTS SPONSOR ACKNOWLEDGMENT FORM

- I. Event Information: Please submit a list of your Event dates and times to _____[Office].
- II. Duty and Hold Harmless: By offering to host an Event, you are accepting a legal duty to operate the Event in a reasonably safe manner and you agree to indemnify, defend and hold the University harmless for any and all claims, causes of action, demands and damages arising out of or relating in any way to the Event.
- III. Releases/ Facilities Use Agreements:
 - A. You agree that EACH minor's parent/guardian must sign a release in substantially the form attached as Attachment D. Minors may not take part in an Event without a signed release. You agree to provide the signed releases to the campus Risk Management office. For the Norman campus programs submit to: minorsoncampus@ou.edu. For the HSC campus programs, submit to minorsoncampus@ouhsc.edu.
 - B. You agree to sign a Facilities Use Agreement, which should be obtained from the University department or office with which you are working. You must ensure your insurance covers worker's compensation claims for your employees, staff and volunteers holding Events on University premises.
 - C. Your organization shall maintain insurance amounts sufficient to cover its responsibilities and liabilities including but not limited to General Liability with minimum limits of \$1 million per occurrence/ \$3 million aggregate; Sexual Misconduct and Molestation Liability with minimum limits of \$1 million per occurrence/ \$2 million aggregate **is required for both day camps with a duration of 5 or more days and all overnight camps**. For state agencies covered by the Oklahoma Governmental Tort Claims Act, the OMES State Risk Management Verification of Liability Coverage Letter, evidencing their self-insurance coverage, is sufficient to satisfy this requirement.
 - D. You agree to obtain any additional releases needed to permit the minor to safely participate in the Event.
- IV. Before Event: You must conduct an orientation session with your supervisors to discuss all of these rules and policies and hold a separate orientation session with your minors to discuss the security measures as well as Event behavioral expectations and how to report issues and concerns.
- V. Supervision:

- A. Head Supervisor: Each Event shall designate at least one person as a Head Supervisor and provide his or her contact information to the University. The Head Supervisor must ensure all minors are properly supervised and shall be the point of contact between the Event and the University.
- B. Head Supervisor Contact Information: _____
- C. Every minor must be supervised **AT ALL TIMES** while that minor is participating in the Event.
- D. Overnight Events: For overnight events, the Head Supervisor must provide a schedule of who is on call and provide contact numbers to _____ . Sufficient number of supervisors must be available on the floor to hear activity in the rooms, in the corridors, and/or near the exits throughout the night.
- E. Hazards: All areas within supervision should be inspected to ensure there are no hazards, e.g. open windows, doors propped open, broken glass, no candles or cooking in the rooms, no alcohol, drugs or tobacco etc. Any hazards should be reported directly to the Head Supervisor or facility manager.

VI. Sexual misconduct, child abuse and neglect- REPORTING OBLIGATIONS:

- A. ***General Rule: If anyone has reason to believe that a minor is the victim of abuse or neglect, it is his/her duty to report it immediately. (See 10A O.S. §1-2-101(B)(1)). This reporting obligation is on the individual who suspects abuse. (See 10A O.S. §1-2-101 (B)(4)).***
- B. ***The Oklahoma DHS hotline for reporting is 1-800-522-3511.***
- C. Additionally, notify the campus police department at _____ and the University Sexual Misconduct Officer 405-325-2215 or the campus Title IX Officer at _____ if you are aware of or suspect abuse on the University's campuses or where abuse is committed by someone affiliated with the University.
- D. Reasonable suspicion: One does not have to know with certainty that abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it.
- E. Who is a minor? Anyone under the age of 18!

VII. Employees/Volunteers

- A. Criminal and sex offender background checks:

1. You certify that each employee or volunteer who supervises minors or who will have substantial contact with minors while working at the Event will have successfully completed a criminal and sexual offender background check within one year prior to the start of the Event.
2. This requirement includes parents/guardians of minors where the parent is assisting with the Event. Unless the parent has undergone the background check and executed all the forms associated with the Event as any other employee/volunteer, they may not supervise minors other than their minor at the Event.

B. Minors on Campus Training

1. You certify that each employee or volunteer who supervises minors or who will have substantial contact with minors while working at the Event will have successfully completed the university's minors on campus training (30-minute online course) and submitted all required forms to you. In addition, you **MUST** submit the required form to the University Office of Enterprise Risk Management certifying that all staff have completed training. For more information on the minors on campus protocols and training, please visit <https://risk.ouhsc.edu/Minors-on-Campus>.
2. This requirement includes parents/guardians of minors where the parent is assisting with the Event. Unless the parent has completed the training and executed all the forms associated with the Event as any other employee/volunteer, they may not supervise minors other than their minor at the Event.

C. Supervisor Responsibilities

1. You will require each Event supervisor to execute an Event Guidelines and Acknowledgement form (as an example please see **Attachment B**).
2. Ensure that your employees/volunteers understand, and you have reviewed, what constitutes inappropriate contact with minors and that it is not acceptable.
3. Instruct employees/volunteers on prohibitions on abusive and derogatory language.
4. Ensure minors are aware of behavioral expectations during the Event.

VIII. Security:

1. Ensure that you have reviewed security measures with your employees/volunteers and they know to whom to speak if they need help.

2. Ensure that minors are checked-in and out by approved parents or guardians and that proper identification is reviewed and obtained each time.
3. Ensure that you have reviewed emergency evacuation measures with your employees/volunteers and they have advised their minors.
4. Ensure the minors and their parents/guardians know where and how to report any injuries or incidents. Parents/Guardians and minors must be provided with the following numbers _____ (to report any injuries) and the Sexual Misconduct Office 405-325-2215 to report any violations of the University's Sexual Misconduct policies www.ou.edu/home/misc.html committed by employees/volunteers or other camp minors.

IX. Transportation:

1. Ensure the minors and their parents know the pick-up location if parents/guardians have missed the standard pick up times (e.g. campus police if prior arrangements were made with campus police). Ensure you have a secure pick up and drop off protocol, including only permitting parents or legal guardians to pick up minors.
2. Ensure that only Event supervisors 21 years old or older who have completed a Department of Motor Vehicles background check transport minors.

These Guidelines are in addition to all University guidelines, policies and procedures. If you have any questions about this document, please contact the campus Risk Management office.

I have read and agree to abide by these Guidelines and attest to my understanding of the Guidelines and certify my compliance with them. I understand that if I am also an employee or student of the University, failure to comply with these Guidelines or other University policies could result in disciplinary action.

Print Name: _____

Date: _____

Signature: _____