

MEMO



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**TO:** See Distribution Below

**FROM:** Mark Kebert, Risk Manager

**DATE:** June 10, 2008

**RE:** RENTAL OF ATHLETIC GAME AND ACTIVITY EQUIPMENT

During the school year a number of campus activities take place that involve rental of athletic games and equipment. The type of equipment most frequently rented includes dunk tanks and inflatable games such as moonwalks, giant slides, obstacle courses, etc. We must proactively manage our exposures associated with these events to ensure that they remain both fun and safe activities for our students and guests. As such, the following guidelines are provided to groups that sponsor these types of activities.

- 1) The event must have the appropriate approvals – DOS/BOSO, Residence Hall Management, or Department Head/Director as appropriate.
- 2) Whenever possible, hire a vendor to supply, set-up, and staff the equipment. This option reduces the liability on Purdue since a third part has complete control over all aspects of use of the equipment.
- 3) If #2 above is not possible, and the equipment is obtained from an outside rental company, that company must provide the sponsoring organization with a certificate of insurance evidencing general liability coverage in the amount of at least \$1 million per occurrence. The certificate must be issued to The Trustees of Purdue University and the sponsoring organization and provided prior to the event.
- 3) Some rental companies will have a waiver of liability as part of the rental agreement. We should not waive the equipment owner's responsibility to provide safe and appropriately maintained equipment or take on any contractual liability associated with an indemnity agreement. This should be clarified with the company BEFORE the rental agreement is signed and payment is made.
- 4) Please remember, only specifically designated Purdue staff members are authorized to sign contracts on behalf of Purdue University. Do not sign the rental agreement yourself.
- 5) There are risks for injury associated with most of these games. Because of this, Risk Management requires that each participant sign a Purdue approved waiver, Form RM29. This form can be found on our web site. Participant Waivers required by the equipment vendor may not be substituted for the RM29. Parent signatures are required for any participant who is under the age of 18. Some activities may not be appropriate for younger children and may require age restrictions for participation. Waivers should be retained by the sponsoring organization for 2 years following the event.

- 6) Radiological and Environmental Management (REM, phone 4-0238) must be contacted to inspect the equipment after set up and prior to use. Some activities may require the approval of the University's Fire Protection Engineer. REM staff can advise if this approval is needed.
- 7) A Purdue faculty or staff member or advisor must be in attendance at the activity. That person is responsible for assuring that waivers are signed before participants use the equipment and should monitor for safe usage of the equipment by participants.

Please contact Dann VanHoosier at 4-1690 with any questions or concerns.

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