

Waiver and Release Forms

When you need them and how to secure them

From time to time it is necessary for the University to have individuals who are participating in certain activities to sign a waiver and hold harmless agreement. This allows a participant to voluntarily participate in an activity and allows the University some protections against litigation from participants.

When a waiver form should be used: You do not necessarily need to secure a waiver for every student activity that occurs on campus. These forms should be used primarily for activities that are outside the normal academic mission of the University i.e. activities outside of University courses or programs, this would include social activities, and sporting activities when the activity carries more risk and exposure than a person is normally exposed to in everyday life on campus. For example you should secure a release from participants using inflatable equipment at your event. Also secure a release if you are hosting a football, soccer, or other sporting activity.

Copies of waiver forms should be retained for at least two years after the activity. This corresponds to the statute of limitations time for filing litigation in most states.

To secure approved waiver forms you can print and use please, click on the link below:

[RM29.pdf](#)

If you believe you require a customized release for your activity, please contact the Risk Management Department and we will create a release for you. We can be reached at 494-1690.