

## Game/Activity Equipment Rentals

During the school year a number of campus activities 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. The risks that come with these pieces of equipment must be managed effectively and proactively. As such, the following guidelines are provided to assist groups manage these risks:

1. The event must have the appropriate approvals: Dean of Students/Business Office of Student Organizations, residence hall management, or department head/director as appropriate. Remember that student organization officers, leadership, or advisors do not have authority to sign contracts that bind Purdue. All contracts for student organizations must go through the Business Office of Student Organizations (West Lafayette campus).
2. For the West Lafayette campus, Dept. of Fire Protection Engineering and Special Services (phone 4-1432) must be contacted to inspect the equipment after set up and prior to use.
3. Whenever possible, hire a vendor to supply, set-up and staff the equipment. This reduces liability to your group and Purdue since the third party has complete control over the equipment.
4. The company that rents you equipment must provide Purdue 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, Purdue University, and your sponsoring organization prior to the event.
5. Read the rental agreement carefully; do not waive the equipment owner's responsibility to provide safe and appropriately maintained equipment. Do not take on any contractual liability associated with an indemnity agreement without consulting Risk Management. This should be clarified with the company before the rental agreement is signed and payment is made to them.
6. Each participant involved in your event and using the rented equipment should sign a Purdue approved waiver form [RM29](#). Participant waivers required by the equipment vendor may not be substituted for the RM29 waiver. Parent signatures are required for any participant who is under the age of 18. Some activities may not be appropriate for younger children. Waivers should be retained for at least 2 years post event/activity.

7. A Purdue faculty or staff member or advisor should be in attendance at the activity. That person is responsible for assuring the waivers are signed before participants use the equipment and should monitor safety at the event.

Questions regarding this process can be addressed to Dann Van Hoosier at 765-494-1690 or at [djvanhoosier@purdue.edu](mailto:djvanhoosier@purdue.edu).

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