

## **Game/Activity Equipment Rentals**

During the school year a number of campus activities involve rental of athletic games and equipment. This includes dunk tanks and inflatable games such as bounce houses, 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 in managing these risks:

1. The event must have the appropriate approvals: Student Activities and Organizations/Business Office for Student Organizations, residence hall management, or department head/director as appropriate.
2. DO NOT SIGN a rental contract yourself. Contracts can ONLY BE SIGNED by Purdue staff who are specifically authorized to sign on behalf of Purdue. All contracts must go through the appropriate contracting office. For WL departments, the University Contracting Office within Procurement. For WL student organizations, the Business Office for Student Organizations. The regional campuses have their own contracting office/individual they should work through.
3. 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.
4. Inflatable equipment should be properly staked prior to use. Be sure to contact the appropriate authority to mark the area for any underground utilities before driving any stakes. You can call 811 or visit [Indiana811](http://Indiana811) at least 2 working days prior to your event to have the area marked.
5. 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. If the vendor does not provide staff to monitor the equipment during use, it is your department or organization's responsibility to monitor the equipment to ensure that it is used properly and safely during your event.
6. The vendor should be a member of the Safe Inflatable Operators Training Organization (SIOTO.org). You should check the SIOTO website to see if your vendor is a member. If they are not, you should ask them to join and secure the training and certifications associated with that organization.
7. 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.

8. 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 the Office of Risk Management. This should be clarified with the company before the rental agreement is signed and payment is made to them.
  
9. 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.
  
10. 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 VanHoosier at 765-494-1690 or at [djvanhoosier@purdue.edu](mailto:djvanhoosier@purdue.edu).

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