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, release and hold harmless agreement. This allows a participant to voluntarily participate in an activity and allows the University some protections against litigation from participants.

<u>When a waiver form should be used:</u> 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. If your event includes multiple activities that would require a waiver, we suggest having a waiver signing station and issuing a wristband or handstamp that participants can display at each activity.

Copies of waiver forms should be retained by the sponsoring department or student organization for at least two years after the activity. This corresponds to the statute of limitations for filing litigation in most states. Completed waiver forms can be scanned and stored electronically after the event.

Click the link below to access a fillable PDF version of the University's approved waiver form. Fill in the top section with your event name, event date, and sponsoring organization, then print the form and make copies as needed:

[RM29.pdf](RM29.pdf)

If you believe your activity may require a customized release, please contact the Office of Risk Management to discuss the need. We can be reached at 494-1690.