

**University of Oklahoma Health Sciences Center Campus
RISK MANAGEMENT POLICY
for Registered Student Organizations**

I. POLICY STATEMENT

The safety of participants and the protection of facilities during events and activities sponsored by Registered Student Organizations (RSOs) of the University of Oklahoma Health Sciences Center (“OUHSC” or “HSC” or “OU” or “University”) is the goal of this policy.

II. OVERVIEW OF HSC STUDENT ORGANIZATIONS

All student organizations are required to register with HSC Student Affairs.

Benefits of Registration

Although registration of all student organizations is mandatory, there are considerable benefits afforded to student organizations that properly register. By registering with HSC Student Affairs, student organizations are eligible to use the David L. Boren Student Union (including room, booth, and patio usage) at no cost or a reduced rate, the ability to apply for HSC Student Association funding, the ability to request use of University Trademarks, the ability to request web page creation, and the ability to request approval to host an event with alcohol service. Student organizations must register each year and must have a faculty/staff advisor. Student organizations also have access to event insurance through TULIP and informal and formal networking opportunities.

Types of Student Organizations

While registration provides the benefits described above, registration does not imply OU endorsement of most student organizations. Student organizations that register with HSC Student Affairs fall into one of three categories:

A. HSC Student Government Association Administrative Organization

- HSC Campus Activities Board
- HSC Student Senate
- HSC Student Association Executive Branch
- A. William Horsley Physician Assistant Student Society
- College of Allied Health Student Association
- College of Medicine Student Council
- College of Public Health Student Association
- Graduate College Student Association
- Pharmacy Student Council
- College of Dentistry Student Council
- College of Nursing Student Association

The events and activities of these groups are considered to be sponsored by OU Health Sciences Center and the groups and their advisers are generally covered by OU’s insurance.

B. HSC Registered Academic Student Organizations

HSC Registered Academic Student Organizations are those organizations recognized by their college student services and/or dean’s office. The academic dean accepts responsibility for the activities and events of the organization. HSC Registered Academic Student Organizations must complete the HSC Student Affairs student organization registration process available at <http://students.ouhsc.edu/StudentOrganizations.asp>. Registered Academic Student Organizations must submit registration paperwork annually to HSC Student Affairs to receive any and all services provided to student organizations.

C. HSC Registered Student Organizations (RSO)

Registered Student Organizations are not entities of OU, and their activities are not sponsored or endorsed by OUHSC. Registered Student Organizations (RSO) operate with *guidance* from faculty/staff advisers, but are not part of the legal entity of the University. The groups' purpose and activities are not sponsored or endorsed by OU. These student organizations are not entities of OU and the activities of these organizations are considered non-university-sponsored events. The University recognizes these groups as independent entities, but grants them certain advantages through affiliation (registration) with the University.

HSC RSOs must complete the HSC Student Affairs student organization registration process available at <http://students.ouhsc.edu/StudentOrganizations.asp>. The activities of these groups and their advisors are not covered by OU insurance. However, RSO's may apply for event insurance through TULIP. By completing the appropriate Trademark Licensing Documents (available online) these RSOs may use the licensed trademarks "Oklahoma" or "Sooner(s)" in the organization's name, however they may not use "OU," "The University of Oklahoma," or "OUHSC" in the organization's name or represent the organization as sponsored by or endorsed by the University of Oklahoma and/or OUHSC.

III. GUIDELINES FOR USE OF INFORMED CONSENT AND WAIVER AND RELEASE OF LIABILITY FORMS

A. *No Form Required*

The University does not require a student or student employee to sign a form if an event or activity is either low risk or is part of OU's core educational mission or ordinary business, such as required trips for courses, ordinary use of the facilities, and activities that are part of an OUHSC student employee's job duties.

Low Risk Events: Activities in this category present minimal risk of personal injury, illness, property damage, and/or financial loss. Examples include meetings, speeches, presentations, film showings. Generally, neither insurance nor liability waivers are required.

B. *Waiver and Release of Liability—Either On Campus or Off Campus*

The University requires a signed *Waiver and Release of Liability* form from each participant in an activity that is high risk or that is sponsored by a non-OUHSC entity like a non-administrative/academic student organization or a private party. This includes third parties' non-educational use of OUHSC facilities, including summer camps and for-profit corporate events.

High Risk Events: Activities in this category offer potentially serious risks of severe injury, major property damage, significant financial loss, and/or significant negative publicity for the organization and/or the institution. Examples include sport tournaments, any event offering alcohol to attendees, airline travel, events charging admission that are open to the public and events that require strenuous physical activity such as an organized walk, an organized run, or a ropes course.

When hosting such events on OUHSC property, the sponsoring organization must provide liability insurance, security if appropriate and in most instances *Waivers* signed by all participants. Travel always requires a *Waiver*; overnight travel, or travel more than 50 miles from the home campus also requires *Medical Treatment Authorization and Information* forms. Student organizations are highly encouraged to follow these guidelines for events hosted at any venue.

The *Waiver and Release of Liability* form includes language from the *Voluntary Assumption of Risk and Informed Consent* form, and adds a *Release From Liability*, an *Indemnification Agreement* and a *Covenant Not-to-Sue*. By signing the *Waiver and Release of Liability* form, the participant agrees that if (s)he causes a loss or damage, (s)he will reimburse the injured party for those losses or damages, and that (s)he will not sue OU. For field trips and some off-campus activities, the University requires that the participant provide medical information for use in an emergency.

The *Waiver and Release of Liability* form must be specific to each trip or activity. The only exception is for student organizations that are comprised of members from both Tulsa and OKC campuses where meetings are

held on both campuses. In such instances, there is a one time per semester waiver for travel to regularly scheduled meetings. A parent or legal guardian must sign the *Waiver and Release of Liability* form if the participant is under 18.

The *Waiver and Release of Liability* form describes the participant's responsibilities in participating in the activities, identifies the associated risks, and confirms that the participant voluntarily assumes those risks. It also includes a Release from Liability, an Indemnification Agreement and a Covenant Not-to-Sue. By signing the *Waiver and Release of Liability* form, the participant agrees that if (s)he causes a loss or damage, (s)he will reimburse the injured party for those losses or damages, and that (s)he will not sue OU. For field trips and some off-campus activities, the University requires that the participant provide medical information for use in an emergency.

The *Waiver and Release of Liability* form must be specific to each trip or activity. A parent or legal guardian must sign the *Waiver and Release of Liability* form if the participant is under 18.

The University requires a signed *Waiver and Release of Liability* form when OU student employees or students participate in off-campus low risk events, moderate risk events, or OU-sponsored activities and events that are not ordinary or are not required for course study or for an employee's job duties. This includes students participating in voluntary class field trips and voluntary SGA Administrative Organization events or activities.

The University also requires a signed *Waiver and Release of Liability* form from each participant engaged in an in-state, non-overnight activity that is high risk or that is sponsored by a non-OU entity such as an RSO or a private party. This includes third parties' non-educational use of OU facilities, including summer camps and for-profit corporate events. It is recommended the sponsoring organization follow the records retention guidelines in the General Records Disposition Schedules for State Universities and Colleges when retaining *Waiver and Release of Liability* forms.

Moderate Risk Events: Activities in this category offer some level of risk of minor injury, illness, property damage, financial loss and/or negative publicity for the organization and/or OU. Examples include non-alcohol parties or concerts and events that include moderate physical activity. When hosting events on OU property, the sponsoring organization must provide liability insurance, *Waiver and Release of Liability* forms signed by all participants, and security if appropriate. Student organizations are highly encouraged to follow these guidelines for events hosted at any venue.

High Risk Events: Activities in this category offer potentially serious risks of severe injury, major property damage, significant financial loss, and/or significant negative publicity for the organization and/or the institution. Examples include sport tournaments, any event offering alcohol to attendees, events charging admission that are open to the public and events that require strenuous physical activity. When hosting such events on OU property, the sponsoring organization must provide liability insurance, security if appropriate and in most instances *Waiver and Release of Liability* forms signed by all participants. Student organizations are highly encouraged to follow these guidelines for events hosted at any venue.

C. Acknowledgement of Risk for Travel Within the U.S./International Travel with a RSO

The *Acknowledgement of Risk for Travel Within the United States with a RSO* form is for out-of-state and/or overnight travel.

The *Acknowledgement of Risk for International Travel with a RSO* form is for travel outside of the United States.

The *Acknowledgement for Risk for Travel with a RSO* forms describe the participant's responsibilities in participating in the activities, identifies the associated risks, and confirms that the participant voluntarily assumes those risks. It also includes a *Release from Liability*, an *Indemnification Agreement* and a *Covenant Not-to-Sue*. By signing the *Acknowledgement of Risk for Travel with a RSO* form, the participant agrees that if (s)he causes a loss or damage, (s)he will reimburse the injured party for those losses or damages, and that (s)he will not sue OU. The *Medical Information Form* for use in an emergency is also required.

The *Acknowledgement of Risk for Travel with a RSO* form must be specific to each trip or activity. A parent or legal guardian must sign the *Acknowledgement of Risk for Travel with a RSO* form if the participant is under 18. The University requires a signed *Acknowledgement of Risk for Travel with a RSO* form from each participant for all out-of-state or overnight activities.

Moderate Risk Events: Activities in this category offer some level of risk of minor injury, illness, property damage, financial loss and/or negative publicity for the organization and/or OU. Examples include non-alcohol parties or concerts and events that include moderate physical activity. Student organizations are highly encouraged to provide liability insurance, *Acknowledgement of Risk for Travel with a RSO* forms signed for all participants, and security if appropriate for events hosted out-of-state or overnight.

High Risk Events: Activities in this category offer potentially serious risks of severe injury, major property damage, significant financial loss, and/or significant negative publicity for the organization and/or the institution. Examples include sport tournaments, any event offering alcohol to attendees, events charging admission that are open to the public and events that require strenuous physical activity. High risk events taking place on campus will be required to provide liability insurance and, if appropriate, security. When hosting out-of-state or overnight events, the sponsoring organization is highly encouraged to provide liability insurance, security if appropriate and *Acknowledgement of Risk for Travel with a RSO* forms signed by all participants. It is recommended the sponsoring organization follow the records retention guidelines in the General Records Disposition Schedules for State Universities and Colleges when retaining *Acknowledgement of Risk for Travel with a RSO* forms.

D. Medical Information Form

The *Medical Information Form* is required for any event involving overnight or out-of-state travel, moderate risk events on campus sponsored by non-university groups, and high risk events on campus. It may be used in conjunction with the *Waiver and Release of Liability Form* or *Acknowledgement of Risk for Travel with a RSO* form depending on whether the event is University-sponsored or non-University-sponsored, in- or out-of-state, overnight, and the risk level and associated activities of the event. Refer to the Guidelines for Risk Management Requirements matrix for additional guidance.

It is recommended the sponsoring organization follow the records retention guidelines in the General Records Disposition Schedules for State Universities and Colleges when retaining *Medical Information Forms*.

IV. PROHIBITED EVENTS

Extremely High Risk Events offer unacceptable levels of risk, including the possibility of catastrophic and critical injuries. These activities will not be permitted on OUHSC property and RSOs are highly discouraged from engaging in these activities at off-campus venues as well.

V. INSURANCE REQUIREMENTS

The University requires liability insurance for **Moderate Risk** and **High Risk** events held on OUHSC property. Event liability insurance protects OU. This insurance does not take the place of mandatory health insurance for individual participants that may be appropriate for moderate or high risk activities and required of certain organizations. Proof of liability insurance is required before a reservation of OUHSC property can be confirmed. These policies shall name “The Board of Regents of the University of Oklahoma and its officers, employees, agents and volunteers” as Additional Insured and shall carry the following limits of liability:

Commercial General Liability

General Aggregate	\$1,000,000
Each Occurrence Limit	\$1,000,000
Personal/Advertising Injury	\$1,000,000
Fire Damage (Any One Fire)	\$ 100,000
Medical Payments (Any One Person)	\$ 5,000

To assist RSOs in obtaining insurance, OU Risk Management offers event insurance policies through their affiliate, University Risk Management and Insurance Association. The URMIA TULIP insurance policy has been created especially for groups using college or university facilities. It is event-specific.

Student Organizations wishing to purchase the TULIP program insurance or get a quote may access the company's web site at <https://tulip.ajgrms.com>. The link will guide you through the process to purchase coverage via credit card. Third party users should go to this site provided by the University Risk Management and Insurance Association (URMIA) and Arthur J. Gallagher Insurance.

Click on the Quick Quote Tab and follow remaining instructions. The location code is 4252.

Upon completion of the transaction, you and the institution will receive a certificate/binder of coverage via e-mail. For all events, the institution will be named as Additional Insured.

Coverage limit:	\$1,000,000
Accident medical coverage:	\$10,000
Property damage coverage:	\$100,000

For questions concerning the TULIP program, please contact the Office of Risk Management at (405) 271-3287.

RSOs may also contract for event insurance with an insurance agency of their choice.

It is recommended the sponsoring organization follow the records retention guidelines in the General Records Disposition Schedules for State Universities and Colleges when retaining insurance verification forms.

VI. SECURITY REQUIREMENTS

Some venues of events on campus and some categories of events require security for events hosted by all types of student organizations.

A. *Events that include the service of alcohol*

Events may be hosted at many sites on the OUHSC campus. These include, but are not limited to, the David L. Boren Student Union, David L. Boren Student Union East Patio, University Village Courtyard, Intramural Fields/Pavilion, and others. Security requirements vary from venue-to-venue and the costs associated with security are generally the financial responsibility of the organization reserving the venue.

HSC Student Affairs regulates the offering of alcoholic beverages in the David L. Boren Student Union, the David L. Boren Student Union Patio, University Village, the Pavilion and the Intramural Fields. The HSC Office of Administration & Finance regulates the offering of alcoholic beverages at all *other* locations on the HSC campus. Please note the directions and guidelines below.

- Submit Alcohol Service Permission Request letter to the appropriate contact. See **Sample Alcohol Service Permission Letter** for an example. As applicable, letter must include:
 - Date of event
 - Beginning time/ending time of the event (alcohol service stops thirty (30) minutes prior to end of event)
 - Confirmation of University of Oklahoma Health Sciences Center Police Department reservation
 - Confirmation and contact information of faculty/staff sponsor (including cell phone number)
 - Location of event
- Please address the letter to the appropriate contact based on the location of your event:

For DLB Student Union, DLB Student Union Patio, University Village, the Pavilion, and the Intramural Field:

Clarke Stroud, University Vice President for Student Affairs and Dean of Students

CC: Kate Stanton, Executive Director for HSC Student Affairs

OR

For all other HSC Campus locations:

Ken Rowe, Vice President for Administration & Finance

CC: Kathy Walker, Director of Administration Support Service

- Email or mail your request to appropriate office:

HSC Student Affairs
students@ouhsc.edu
1106 North Stonewall
David L. Boren Student Union, Suite 300
Oklahoma City, OK 73117

HSC Administration & Finance
Kathy-Walker@ouhsc.edu
Service Center Building, Room 219
P.O. Box 26901
Oklahoma City, OK 73126-0901

- 3.2 beer and wine are the only alcoholic beverages approved for consumption on the HSC Campus. All such beverages must be ordered from and served by a licensed caterer (such as HSC Food Services) in accordance with these guidelines.
- No outside alcohol allowed at the event.
- Please note the service of alcohol must end thirty (30) minutes before the stated conclusion of the event. For example, if the event is scheduled from 4-6 p.m. the *service* of alcohol must end by 5:30 p.m. All alcohol must be *disposed* of by 6 p.m.
- Schedule and pay for OUHSC Police Department officers by visiting the OUHSC Police webpage: <http://www.ouhsc.edu/police/ResourcesLinks/RequestPoliceServices.aspx>. Officer must be present until all alcohol is disposed of. For questions, please contact:
 - elizabeth-foreman@ouhsc.edu, 405-271-3144
 - connie-welch@ouhsc.edu, 405-271-3285
- Student organization adviser must be present during the entirety of the event.
- At least 24 hours notice is required for cancellations of events. Notice must be given to OUHSC Campus Police Department, HSC Food Services (and/or other catering provider), and to HSC Student Affairs.

B. On-Campus Venues

The following guidelines must be followed when contracting for third-party security on OU property:

1. Security guards must be unarmed. This prohibits the use of firearms, batons, chemicals, tasers etc.
2. Security guards must be CLEET (Council of Law Enforcement and Training) certified. CLEET requires certification for both the agency, which operates as a security company and the individual working as a security guard.
3. The security company must provide proof of liability insurance/bond.

Security companies must provide proof of these requirements to OUHSC Police Department.

C. Off-Campus Venues

Venues that are not OUHSC property determine their own security requirements and may require specific security companies. RSOs are advised to clearly understand those requirements, and any costs associated with those requirements, prior to contracting with a venue site.

VII. CONTACT US

If you have any questions or concerns about this information, please do not hesitate to contact HSC Student Affairs to discuss. Phone number: (405) 271-2416 or email: students@ouhsc.edu.