

INFORMATION REGARDING THE ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY

Waivers are written agreements that state the sponsor of an activity will not be liable for harm suffered by participants. Although waivers are primarily legal tools, they also serve an educational purpose by making people more aware of potential risks associated with any given activity.

Campus departments should use the **ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY** ("Waiver Form") whenever they supervise an event that includes any of the following:

- Physical activity
- Travel to an off-campus site
- Minors

A new Waiver Form must be completed every twelve (12) months for on-going activities, when participating in a different activity, or when the activity changes.

The Waiver Form must be used in the exact format provided. It cannot be reduced to fine print or re-worded. Appropriate information should be inserted in the blanks before the participant signs.

Anyone who refuses to sign the Waiver Form prior to the activity may not participate in the activity. Individuals may not alter or delete any language in the Waiver Form.

The Waiver Form cannot be signed by minors. Activity participants under eighteen (18) must also have their Waiver Form signed by a parent or legal guardian.

Oregon Tech employees acting in the course and scope of employment do not need to sign a Waiver Form. However, if such employees are participating in a non-work activity, they need to sign a Waiver Form. Spouses, children, or friends joining employees on field trips need to sign a Waiver Form.

Oregon Tech students doing course work do not need to sign a Waiver Form for activities required by the class. However, if such students are participating in a non-course-related activity, they need to sign a Waiver Form.

IMPORTANT NOTES TO GROUP OR CAMPUS DEPARTMENT:

Prior to requesting execution of the Waiver Form by a participant, please consult with the Office of Risk Management on the nature/description of the proposed activity so that the Office may be aware of any potential dangers associated with the activity and take appropriate precautions. E-Mail: RiskManagement@oit.edu.

To the extent that photos, videos, or other recordings

