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On-Campus Activities [1]

The University of Colorado recognizes that campus activities enhance the academic and co-curricular learning environment. Certain on-campus activities may pose additional exposure of risk to participants and to the university.

Helpful Tools

On-Campus Activities Risk Assessment and Emergency Planning [2]

On-Campus Activities Guidelines [3]

General Waivers and Consent [4]

This information is intended to assist event coordinators acting on behalf of the university in identifying, addressing, and minimizing risks related to all activities occurring on university property. Events on campus vary according to relative hazards and risk exposure for both the participants and the university. Academic activities should be reviewed in accordance with the appropriate academic review processes and may include University Risk Management (URM) review as indicated.

Responsibility and Accountability

Each event requires pre-planning to ensure appropriate decisions are made with respect to reasonableness of risk. Proper planning includes consideration of potential hazards such as number of attendees, indoor or outdoor venues, use of alcohol, types of activities, parking, security, etc.

Campus, Departments and Units
Campuses utilize various review and approval policies and procedures for activities and events conducted on campus to minimize risk to participants and the university.

Event Coordinators
Event coordinators are university employees, authorized volunteers or individuals from affiliated or non-affiliated groups who plan, arrange and lead various events.

It is important for facility managers and event coordinators to ask questions to identify and minimize hazards of any proposed event. Event coordinators can utilize the URM On-Campus Risk Assessment and Emergency Planning Checklist [5] as well as campus-specific documents (e.g. campus alcohol policies, use of facilities policies, event applications, film/video risk assessments, etc.) to assist in the review and approval process.

Depending on the event, event coordinators work with facilities managers and may coordinate with police, parking, facilities, grounds, media relations, etc., in compliance with university and campus policies on scheduling and use of university facilities.

University Risk Management
It is not the intent of URM to exclude events or activities but to minimize risk to participants and the university community by following sound risk management principles. URM provides:

- analysis of the risk factors according to the totality of the activities
- the On-Campus Risk Assessment and Emergency Planning Checklist [5] to assist event coordinators in identifying a variety of risks
- insurance requirements applicable to the event
- guidelines and risk assessment for events with alcohol [6]

Contact your campus URM office [7] for additional assistance.

Insurance and Agreements

Proof of Insurance (Certificates of Liability Insurance)
University policy requires third party/non-CU groups to provide proof of liability insurance when using university property. University student groups registered as non-affiliated independent groups* using university property may need to provide proof of insurance depending on the level of risk in their activity. URM will determine if insurance will be required.

Third/party and non-affiliated university groups who do not carry liability insurance may apply for special event insurance [8] through the Tenant User Liability Insurance Program (TULIP). A certificate of insurance can be generated through this process.

Camps
Review the camp activities and insurance information [9] on the URM website.

Contracts and Agreements
Follow the university Contracting Authority Policy [10] before entering into a binding agreement on behalf of the university. An individual's authority to execute a contract on behalf of the university is only acquired through written delegation.

- Allow adequate lead-time for contract preparation, review and approvals.
- Event coordinators working with non-university sponsors, coordinators, and vendors should assure that the appropriate agreements/contracts are in place with the necessary indemnification language. Refer to the university's Administrative Policy Statement (APS) Facilities Use by Non-University Groups - Insurance Requirements (APS 7001) [11].
- Contact University Counsel [12] or the Procurement Service Center [13] for contract review.
- Contact URM [7] for insurance language review and certificate of insurance request.

* The university does not require independent student groups to have advisors; the university does not protect them for liability, violations of the law, or contractual obligations. These groups are not "public entities" for purposes of governmental immunity.

Groups audience:
University Risk Management

Source URL:https://www.cu.edu/risk/on-campus-activities

Links
[1] https://www.cu.edu/risk/on-campus-activities [2] https://www.cu.edu/doc/campusriskassessment2018docx [3] https://www.cu.edu/sites/default/files/On-Campus%20Activity%20Guidelines1_1_15.pdf [4] https://www.cu.edu/risk/general-waivers-and-consent [5] https://www.cu.edu/sites/default/files/On-CampusRiskAssessment1_12_15.docx [6] https://www.cu.edu/risk/events-alcohol [7] https://www.cu.edu/risk/contact-university-risk-management [8] https://www.cu.edu/risk/special-event-insurance [9] https://www.cu.edu/risk/services/camp-activities [10] https://www.cu.edu/ope/policy/aps-2005-contracting-authority [11] https://www.cu.edu/ope/aps/7001 [12] https://www.cu.edu/universitycounsel [13] https://www.cu.edu/psc