

## Release of Liability Check List

It is a common practice at the University to require a release of liability for students participating in a field trip, concert tour, or other off-campus event. Similarly, releases of liability are commonly required for student participation in on-campus activities involving special risks, such as, for example, martial arts competitions.

Releases serve to reduce the University's potential for liability growing out of the various activities. At the same time, they also serve to provide the student or his/her parents/guardians with advance notice regarding the nature and any special hazards of those activities.

Preparation of releases of liability is a service provided by the Office of Counsel. Before contacting our office to request preparation of a release, you should be prepared to provide the following information:

1. Are any of the students participating under the age of 19? If so, the parent or guardian of the student(s) under 19 will need to sign the release.
2. What activities will the students engage in during the event?
3. Under what environmental conditions will event activities take place? For instance, a field trip might involve hiking through unimproved mountainous terrain, traversing difficult terrain at night to collect insect specimens, or hiking in locations where poisonous snakes are commonly present.
4. What is the itinerary for travel to and from the off-campus event and what will be the mode of travel? For instance, will students travel by chartered bus or in their own cars or the cars of other students?
5. What are the lodging arrangements for the event? For instance, will students stay in motels or hotels or will they be staying in private homes?
6. What are the dining arrangements for the event? For instance, will students eat in public restaurants or college cafeterias or will host families provide students their meals.

After obtaining the necessary information, our office will prepare the release(s) and provide them to you in "hard copy" or via e-mail attachment, as you prefer.