



Visit Date(s)		
Sponsoring Unit/OSU Department		
Organization		
Organization Authorized Representative	Phone:	
	Email	
	Phone:	
	Email	

Oregon State University ("OSU") is committed to providing a safe environment for all minors participating in activities offered at OSU. The university has policies in place to promote and protect the safety and well-being of youth participating in our programs and to ensure safety is not compromised; we expect that Organizations bringing minors to an OSU campus or university-controlled property adhere to the applicable OSU policies.

Organization is responsible for the safety, care, supervision, and conduct of all Organization group members and agrees to the following:

A. Definitions.

"Organization" is the group organizing and bringing minors to OSU's campus and may include but is not limited to, visitors from public or private schools, home schools, after-school programs, community-based groups, non-profits, and other non-OSU groups and entities.

"Chaperone" is an adult individual, 18 or older, provided by the Organization to provide for the safety, care, supervision, and conduct of Organization group members while on OSU's campus.

A **"Minor"** is an individual under the age of 18.

"Sponsor" or **"Sponsoring Unit"** refers the university department, college, or administrative unit working with the Organization providing the approval for the use of university property, resources or brand for a youth program, and is responsible and accountable for compliance with applicable OSU policies.

B. Organization' Obligations Prior to Visit:

1. Complete all applicable forms provided by the Sponsoring Unit, if any.
2. Organization is responsible for screening, including performing background checks, selection, supervision, and conduct of all chaperones, agents, employees, and volunteers.
3. Review with its chaperones and attendees the expectations and guidelines described in this Agreement and any other guidelines provided by the Sponsor prior to visiting OSU's campus.
4. Identify drop-off and pick-up locations with chaperones and attendees and a location for lost/separated group members to go for assistance in reuniting with the group.



- 5. Obtain emergency telephone numbers for all group members and carry a first-aid kit. Organization is responsible for the safety and care of its group members and for contacting group members' parent(s) or guardian(s) in the event of an emergency.
 - 6. Organization must carry General Liability insurance, which includes coverage for Sexual Abuse and Molestation. The insurance policy or policies shall include Oregon State University, its trustees, officers, employees, and agents as additional insured. A certificate of Insurance shall be provided as proof of this insurance upon request.
- C. General Expectations & Conduct of Organization while on OSU's Campus or university-controlled property
- 1. Organization shall comply with OSU's Safety of Minors Policy (https://policy.oregonstate.edu/UPSM/07-040_safety_of_minors).
 - 2. OSU recommends Organization follow the minimum Chaperone-to Minor ratios listed below¹. OSU reserves the right to decline access to OSU's campus to Organizations who do not meet these minimum ratios. Such decisions will be based on the nature of the activities planned for the Event.
 - For Minors 5 years and younger – 1:6 (1 adult for each 6 youth);
 - For Minors 6 to 8 years old: 1:8;
 - For Minors 9 to 14 years old: 1:10; and
 - For Minors 15 to 17 years old: 1:12

¹American Camp Association ratios.
 - 3. Organization has reviewed OSU's Student Conduct & Community Standards on Disruptive Behavior found at <https://studentlife.oregonstate.edu/studentconduct/disruptive-behavior>. It is Organization's responsibility to ensure appropriate behavior of its members while on campus and taking steps to inform its members not to engage in behaviors or actions that are not appropriate for the setting. OSU reserves the right to refuse future visits by Organization if Organization does not take appropriate actions to minimize or resolve inappropriate actions by its members while on OSU's Campus.
 - 4. OSU is not responsible for members of the Organization; all responsibility and liability remains with the Organization. OSU bears no responsibility for the acts of Organization's chaperones, agents, employees, and volunteers.
 - 5. Organization is responsible for and shall reimburse OSU for any damage to property arising out of Organization's visit.
 - 6. Organization will hold OSU harmless for any claim or loss arising out of Organization's visit.

BY SIGNING BELOW, YOU ARE STATING YOU UNDERSTAND THE TERMS LISTED ABOVE AND AGREE TO ADHERE TO THEM AND ARE AUTHORIZED BY THE ORGANIZATION TO SIGN ON ITS BEHALF.

Organization Representative Signature _____ Date _____

Title or Role at Organization _____

PLEASE RETURN TO: _____ EMAIL: _____