

## GUIDELINES FOR THIRD PARTY USE OF FACILITIES

All third party organizations wishing to use University of Michigan (“U-M”) facilities to host activities involving children/teens must:

- Complete a [Third Party Acknowledgment of Responsibility](#) form. Note that this form may require modification to fit the specific needs of the program, or may be inapplicable depending on the situation. Questions regarding the applicability of this form should be directed to Risk Management.
- Inform participants and their parents/legal guardians that the third party organization’s event or program is neither endorsed nor sponsored by U-M.
- Assume responsibility for conducting background checks<sup>1</sup> for all authorized adult or program staff<sup>2</sup>;
- Provide training to authorized adult or program staff on policies and issues related to health, wellness, safety, and security of children/teens. Training must address the following topics:
  - o Detecting and reporting abuse or neglect
  - o First aid/CPR and medication management
  - o Management of participant conduct management and disciplinary procedures
  - o Authorized adult or program staff code of conduct
  - o Sexual and other unlawful harassment
  - o Safety and security protocols
- Retain documentation of training completion.
- Obtain liability waiver agreements between each program participant’s parent or guardian and the third party Organization. Liability for incidents that may occur as a result of the organization’s activities falls on the organization only and does not extend to the University of Michigan.
- Immediately report known, suspected, or received information indicating that a minor has been abused or neglected, or other concerns about the safety of minors, to the appropriate campus Department of Public Safety and Security.
- Standard lease agreements **must** be utilized when leasing space to external organizations.
- Provide insurance coverage as outlined below and name the University of Michigan as additional insured on the policy for the duration of the event, program, or activity occurring on university property.
  - o **Workers’ Compensation** – insuring all operations that are in full compliance with the workers’ compensation and occupational disease laws of all authorities having jurisdiction in Michigan. Minimum Limits – statutory
  - o **Commercial General Liability** – on an “occurrence” form insuring all operations of the respective program. Minimum Limits: \$1,000,000 Each Occurrence Limit; \$3,000,000 Personal and Advertising Injury Limit
  - o **Auto Liability** – compliant with applicable jurisdictional requirements. Minimum Limits: \$1,000,000 Each Occurrence Limit; \$3,000,000 Personal and Advertising Injury Limit

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<sup>1</sup> BACKGROUND CHECK REQUIREMENTS AND SCOPE: Non-university organizations and entities that use university facilities to operate programs or activities involving children/teens must conduct criminal background checks of all their employees, volunteers, and representatives that meet university standards. The University may request any additional information it deems necessary to meet the requirements of this policy.

<sup>2</sup> AUTHORIZED ADULT OR PROGRAM STAFF is defined as individuals, paid or unpaid, who interact with, treat, supervise, chaperone, or otherwise oversee minors in program activities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants.