

## Beaver Tips: Recreational Activity on Campus

The Oregon State University campus is a great place to host recreational activity and provides access to hundreds of students seeking opportunity to have “fun” in community. These activities include athletic activities such as 3-on-3 basketball tournaments, film series, game nights, dances, and competitions – all which enhance student life and involvement. The sponsoring organizations are charged with creating and maintaining safe environments for all participants at all times. Here are some **Beaver Tips to support creating safe environments and limiting liability:**

1. **Identify** a University Facility that is equipped to support the activity:
  - Athletic Activities- Recreational Sports Facilities.
  - Lg. Game Nights/Dances- Memorial Union (MU) or UHDS Facilities.
  - Competitions- MU, Classrooms, LaSells Stewart Center, and Alumni Center.
2. **Reserve the facility-** all University space can be reserved a year in advance of the date of the activity.
3. **Event Reporting:** Report the event on-line with the Student Events & Activities Center at <https://studentorgs.oregonstate.edu/sli2/registration/event.aspx>.
4. **Meet with a SEAC event advisor** to identify areas of your activity that require special care to establish an environment of risk reduction.
5. **Create and execute** your risk & liability reduction plan.

### Your risk & liability reduction plan may include:

- ❖ Event Insurance
- ❖ First Aid Plan
- ❖ Referee, Umpire, Safety Monitor or Judge Plan
- ❖ Review of venue for any possible hazards
- ❖ Liability and Risk Waiver Forms for participants
- ❖ Copy or public performance rights
- ❖ Door Control and/or Security
- ❖ Vendor or Performer Contracts
- ❖ Food Service Overview/Approval
- ❖ Alcohol Approval
- ❖ Sound Permits
- ❖ Parade or Outside Space Permits
- ❖ Fire Permits
- ❖ Building Plans

### SEAC Event Advisors:

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