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:**

Robin Ryan  
robin.ryan@oregonstate.edu

Event Activities Team  
events.sli@oregonstate.edu

Danté Holloway  
dante.holloway@oregonstate.edu