

Campus Activities/Events Guidelines 2021-2022

PURPOSE

The following guidelines are intended to assist scholars, Registered Clubs & Organizations and Fraternity and Sorority Life maximize their events/experiences and minimize the risk related to off-campus and on-campus activities and events.

SCOPE

This document applies to all non-university-sponsored activities and events. Any campus organization that is affiliated with the campus and carries in their name of/ at University of California, Merced or UC Merced.

PROCESS

- Register all events and activities through Catlife
- The event will be reviewed and the approval matrix will serve as the guide
- Set-up meeting with the Office of Student Involvement staff
- Discuss on of off-campus event and activities
- Review Risk Management/Policies and Procedures
- Ensure all participants (UC scholars) have submitted their [vaccination record](#) or exemption prior to attending the event. University of California COVID-19 vaccinations policy in effective as of July 15 or most recent update.
- Follow State/ University COVID 19 Safety Guidelines
- Adhere to [UC Merced Code of Conduct](#)

RESPONSIBILITY AND ACCOUNTABILITY

Each activity requires pre-planning to demonstrate that conscious decisions are being made with respect to the reasonableness of risk. Proper planning will include consideration of potential issues and incidents such as accident, criminal activity, injury, illness, misconduct, natural disaster, theft, vehicle emergencies and weather.

- Covid 19 vaccination/ exemptions Policy- To give our campus community the maximum time to meet this requirement, we are sharing this early advisory notice.
 - All faculty, staff and students who will be physically present at any university location for the fall semester must be fully vaccinated at least two weeks before their return for the fall term. Aug. 4 is the expected deadline for compliance at UC Merced.
 - UC Merced's Student Health Center offers vaccine clinics every week for students, faculty and staff. You can call (209) 228-2273 for more information or to schedule an appointment. You can find other vaccination locations [here](#).
 - New and returning students must upload proof of vaccination to UC Merced [here](#). Those who are already vaccinated should enter their information as soon as possible.

- This policy will permit a narrow range of exemptions. We expect that these will be similar to [exemption policies](#) long in place at UC Merced.
- Those who have an approved exemption will be required to wear face coverings in all campus settings, follow other mitigation measures, and submit to regular COVID-19 testing.
- Event Participants are expected to comply with university policies, rules and regulations.
- Participant awareness of his/her own personal safety while on any off-campus activity is essential.
- Participants are responsible for their own behavior and any resulting consequences.
- The university is not liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with university policies, rules and regulations, and applicable laws while participating in the off-campus activity.
- All events on or off-campus must have an attendee registration [per University guidance](#).

WAIVERS AND RELEASES

Participants in off-campus activities which may include special risk components should be provided with and sign a liability waiver, indemnification and assumption of risk form which identifies and provides notice those activities may include inherent risks for loss or injury. The student leaders should have participants complete and submit the Participant Notice of Risk and Waiver to the sponsoring organization. Completed forms should be kept on file by the sponsoring organization as required by the Retention of University Records policy.

- [Elective/Voluntary Activities](#) – The elective/voluntary activity waiver should be used when a student or other individual participates in an elective/voluntary activity such as a field trip, recruitment program, study abroad, recreation program, or off-campus research activity.
- [Group Signatures](#) – This form can be used to obtain group signatures for the elective/voluntary activity waiver.
- [Photo/Video/Audio Recording Release](#) – This waiver is used when a person's photo or video/audio recording will be used by UC Merced in connection with a news article, educational material, photo exhibition, advertisement, website display, etc. A release is needed whether the person is a professional model or not and even when they are unaware of being photographed/recorded. If they are identifiable, a release is needed. It is not needed for private photos or recordings.
- [Exhibitor Waiver](#) – For vendors who display low value items (literature, pens, candy) at an event on University property. Not for vendors who sell goods or bring high value equipment (vehicles, computers, etc) for display.
- [Virtual Program Waiver](#) – Used when participating in virtual (online) activities or programs.
[In English](#) and [En Español](#)

CONTRACTS

Owners of the activity site may require a contract, license, or agreement for use of off-campus facilities. Make sure you inform the venue, contractee that this is not a university sponsored event, and that you are not signing

the contract or agreement on behalf of the university. The contract or agreement is on behalf of the organization you represent no the university.

If you are a university approved department or unit. Please follow university contracting policies and procedures before entering into a binding agreement on behalf of the university. Allow adequate lead time for contract preparation, review and approvals. Please visit this link for more information [https://bfs.\[ucmerced\]\(https://bfs.ucmerced.edu/departamental-users/guidance\).edu/departamental-users/guidance](https://bfs.ucmerced.edu/departamental-users/guidance).

CERTIFICATES OF INSURANCE

When entering into a written agreement/contract for use of a non-university facility or other property, government agencies, businesses, and individuals often require “proof of insurance” from the university. Proof of insurance is commonly shown on a certificate of insurance. Further details on ordering or requesting certificates of insurance can be found on the UC Merced website. The Office of Student Involvement can provide further guidance on purchasing insurance for off campus events and getting the certificates of insurance.

EVENTS WITH MINORS

UC Merced is committed to protecting the safety and welfare of minors who visit our campus or who are included in a variety of programs and activities sponsored by the University or by third parties using University facilities or resources. In addition many of our undergraduate students are under the age of 18.

UC Merced’s policy is to comply with its obligations under **The California Child Abuse and Neglect Reporting Act (“CANRA”)** to promote identification and reporting of child abuse and neglect. All university employees who are mandated reporters must make required reports to child protection or law enforcement agencies.

UC Merced also encourages all members of the university community (faculty, staff, students, volunteers) who observe, have actual knowledge of, or reasonably suspect child abuse or neglect at a university facility or function, including off-site functions, or perpetrated by university personnel, to promptly report the concern.

Separate from CANRA, California law requires any person who reasonably believes he or she has observed murder, rape or certain lewd or lascivious acts where the victim is a child under the age of 14 years to notify a peace officer (such as a campus or community police officer or a county sheriff) of the potential crime.

This reporting mandate applies whether or not the witness is a mandated reporter and regardless of his or her affiliation with the university.

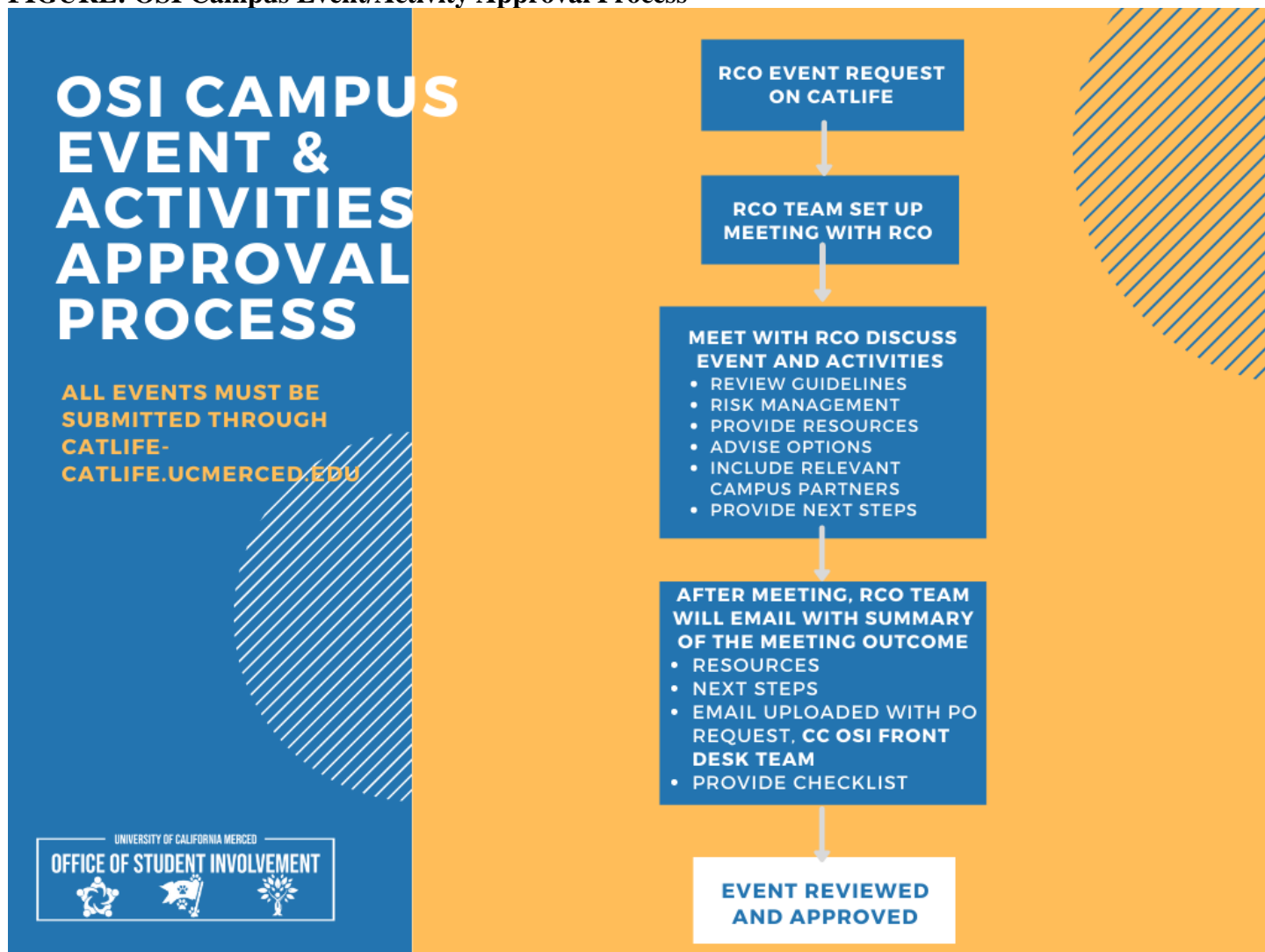
By UC policy, all university employees, contractors, volunteers or students who observe, have actual knowledge of, or reasonably suspect child abuse or neglect at a university facility or at official university activities are encouraged to promptly report their concerns.

The concern may be reported to a supervisor, to a university official, to the campus police department or through the university’s compliance hotline.

Student employees and those working with faculty on research projects should check with their supervisors or supervising faculty members regarding their mandated reporter status.

For more information on planning an events/activities with minors, please refer to [this document](#). You may also reach out to OSI staff for support and guidance.

FIGURE: OSI Campus Event/Activity Approval Process



Guidelines subject to change per state and university policy!