I. POLICY STATEMENT

The safety of participants and the protection of facilities during events and activities sponsored by Registered Student Organizations (RSOs) of the University of Oklahoma Health Sciences Center (“OUHSC” or “HSC” or “OU” or “University”) is the goal of this policy.

II. OVERVIEW OF HSC STUDENT ORGANIZATIONS

All student organizations are required to register with HSC Student Affairs.

Benefits of Registration
Although registration of all student organizations is mandatory, there are considerable benefits afforded to student organizations that properly register. By registering with HSC Student Affairs, student organizations are eligible to use the David L. Boren Student Union (including room, booth, and patio usage) at no cost or a reduced rate, the ability to apply for HSC Student Association funding, the ability to request use of University Trademarks, the ability to request web page creation, and the ability to request approval to host an event with alcohol service. Student organizations must register each year and must have a faculty/staff advisor. Student organizations also have access to event insurance through TULIP and informal and formal networking opportunities.

Types of Student Organizations
While registration provides the benefits described above, registration does not imply OU endorsement of most student organizations. Student organizations that register with HSC Student Affairs fall into one of three categories:

A. HSC Student Association Administrative Organization

- HSC Campus Activities Board
- HSC Student Senate
- HSC Student Association Executive Branch
- A. William Horsley Physician’s Assistant Society
- College of Allied Health Student Association
- College of Medicine Student Council
- College of Public Health Student Association
- Graduate College Student Association
- Pharmacy Student Council
- College of Dentistry Student Council
- College of Nursing Student Association

HSC Student Association Administrative Organizations have one or more unpaid volunteers (officers), which makes the organizations entities of OU. Officers of Administrative Organizations must complete the OUHSC Administrative Organization Officer Assumption of Risk and General Release form by June 15 of each academic year with HSC Student Affairs. The events and activities of these groups are considered to be sponsored by OU and the groups and their advisers are generally covered by OU’s insurance.

B. HSC Registered Academic Student Organizations

HSC Registered Academic Student Organizations are those organizations that have been approved by their college student services and/or dean’s office. The academic dean accepts responsibility for the activities and events of the organization. HSC Registered Academic Student Organizations must complete the HSC Student Affairs student organization registration process available at http://students.ouhsc.edu/StudentOrganizations.asp.
Registered Academic Student Organizations must submit registration paperwork annually to HSC Student Affairs to receive any and all services provided to student organizations.

C. **HSC Registered Student Organizations (RSO)**

Registered Student Organizations are not entities of OU, and their activities are not sponsored or endorsed by OUHSC. Registered Student Organizations (RSO) operate with guidance from faculty/staff advisers, but are not part of the legal entity of the University. The groups’ purpose and activities are not sponsored or endorsed by OU. These student organizations are not entities of OU and the activities of these organizations are considered non-university-sponsored events. The University recognizes these groups as independent entities, but grants them certain advantages through affiliation (registration) with the University.

HSC RSOs must complete the HSC Student Affairs student organization registration process available at [http://students.ouhsc.edu/StudentOrganizations.asp](http://students.ouhsc.edu/StudentOrganizations.asp). The activities of these groups and their advisors are not covered by OU insurance. However, RSO’s may apply for event insurance through TULIP. By completing the appropriate Trademark Licensing Documents (see below) these RSOs may use the licensed trademarks “Oklahoma” or “Sooner(s)” in the organization’s name, however they may not use “OU,” “The University of Oklahoma,” or “OUHSC” in the organization’s name or represent the organization as sponsored by or endorsed by the University of Oklahoma and/or OUHSC.

### III. FINANCIAL ACCOUNT TYPES AVAILABLE TO STUDENT ORGANIZATIONS

Student organizations have several options for the types of accounts that they may establish to manage their organizational funds. Account options are described briefly below and in more detail on the HSC Student Affairs website: [http://students.ouhsc.edu/StudentOrganizations.asp](http://students.ouhsc.edu/StudentOrganizations.asp)

A. **Internal OU accounts**

Student organizations may set up an account with HSC Student Affairs to process transactions for University services such as work orders with Site Support, reservations at the DLB Student Union, etc. Internal University accounts are subject to governmental accounting procedures and require that services or products be received before payment is rendered. In addition, organizations shall not use these accounts to raise funds using the University's name or tax I.D. number. The student organization’s adviser must complete the *Application for a New Department Number* form and submit it to his/her individual department for verification. The college department that verifies the account also assumes financial responsibility for the account. Contact Katherine Cooley (Katherine-Cooley@ouhsc.edu), HSC Student Affairs Accountant, to discuss further. The University may close any account that goes into deficit or fails to adhere to the University's accounting policies and procedures.

B. **Outside bank accounts**

Student organizations may choose to set up accounts at local banking institutions. Organization advisers should be involved with any outside accounts set up to help ensure proper financial records are kept and any necessary taxes are filed. Except for administrative groups that are part of the University, student organizations are not permitted to use the OUHSC tax ID number.

C. **University of Oklahoma Foundation accounts**

The OU Foundation exists to benefit only the University of Oklahoma. Administrative Organizations are part of the University of Oklahoma and are the only student groups that may seek to establish a Foundation account, which allows them to raise funds in the OU name.
IV. USE OF OUHSC TRADEMARKS BY STUDENT ORGANIZATIONS

The University of Oklahoma has a trademark licensing policy. All student organizations must abide by this policy. Presidents of student organizations and their advisers are responsible for their organization’s compliance.

Generally, student organizations may use the registered trademarks “Sooner,” “Sooners,” and “Oklahoma,” by completing the appropriate forms. Only Administrative Organizations and Registered Academic Student Organizations may request to use the interlocking OU, “The University of Oklahoma” and “OUHSC.” Student organizations shall not use the OU Seal. A copy of the complete policy is available at:

http://students.ouhsc.edu/forms.asp

The approval process is simple, and in most instances merchandise purchased for internal use and not for resale will not be subject to a licensing fee. However, all merchandise that will include a University licensed trademark must be submitted initially to HSC Student Affairs. From there, HSC Student Affairs will work with the OU Licensing Office (located within the Athletic Department) for final approval. There are no exceptions to this policy. The process takes approximately two weeks. Do not assume that a request has been approved, or that merchandise is not subject to a licensing fee until an approved request form is returned. Do not proceed with the manufacture of any merchandise until an approved request form is returned. The approval form is available online at:

http://students.ouhsc.edu/forms.asp

V. GUIDELINES FOR USE OF INFORMED CONSENT AND WAIVER AND RELEASE OF LIABILITY FORMS

A. No Form Required

The University does not require a student or employee to sign a form if an event or activity is either low risk or is part of OU’s core educational mission or ordinary business, such as required trips for courses, ordinary use of the facilities, and activities that are part of an OUHSC employee’s job duties.

Low Risk Events: Activities in this category present minimal risk of personal injury, illness, property damage, and/or financial loss. Examples include meetings, speeches, presentations, film showings. Generally, neither insurance nor liability waivers are required.

B. Voluntary Assumption of Risk and Informed Consent Form

The University requires a signed Voluntary Assumption of Risk and Informed Consent when OUHSC employees or students participate in moderate risk events or OUHSC-sponsored activities and events that are not ordinary or are not required for course study or for an employee’s job duties. This includes students participating in voluntary class field trips and voluntary Administrative Organization events or activities such as the annual HSC Student Leadership Retreat.

The Voluntary Assumption of Risk and Informed Consent describes the participant’s responsibilities in participating in the activities, identifies the associated risks, and confirms that the participant voluntarily assumes those risks. It must be specific to each trip, activity, or event, although when classes or organizations take frequent trips, one Voluntary Assumption of Risk and Informed Consent may be appropriate. A parent or legal guardian must sign for a participant who is under 18. By signing this form, the participant does not waive his/her rights to recovery for losses caused by the negligence of OUHSC or its employees.

Moderate Risk Events: Activities in this category offer some level of risk of minor injury, illness, property damage, financial loss and/or negative publicity for the organization and/or OU. Examples include non-alcohol parties or concerts, overnight travel and events that include moderate physical activity. When hosting events on OUHSC property, the sponsoring organization must provide liability insurance for these events, On Campus Waiver and Release of Liability forms signed by all participants, and security if appropriate. RSOs are highly encouraged to follow these guidelines for events hosted at any venue.
C. Waiver and Release of Liability—Either On Campus or Off Campus

The University requires a signed Waiver and Release of Liability form from each participant in an activity that is high risk or that is sponsored by a non-OUHSC entity like a non-administrative/academic student organization or a private party. This includes third parties’ non-educational use of OUHSC facilities, including summer camps and for-profit corporate events.

High Risk Events: Activities in this category offer potentially serious risks of severe injury, major property damage, significant financial loss, and/or significant negative publicity for the organization and/or the institution. Examples include sport tournaments, any event offering alcohol to attendees, airline travel, events charging admission that are open to the public and events that require strenuous physical activity such as an organized walk, an organized run, or a ropes course.

When hosting such events on OUHSC property, the sponsoring organization must provide liability insurance, security if appropriate and in most instances Waivers signed by all participants. Travel always requires a Waiver; overnight travel, or travel more than 50 miles from the home campus also requires Medical Treatment Authorization and Information forms. Student organizations are highly encouraged to follow these guidelines for events hosted at any venue.

The Waiver and Release of Liability form includes language from the Voluntary Assumption of Risk and Informed Consent form, and adds a Release From Liability, an Indemnification Agreement and a Covenant Not-to-Sue. By signing the Waiver and Release of Liability form, the participant agrees that if (s)he causes a loss or damage, (s)he will reimburse the injured party for those losses or damages, and that (s)he will not sue OU. For field trips and some off-campus activities, the University requires that the participant provide medical information for use in an emergency.

The Waiver and Release of Liability form must be specific to each trip or activity. The only exception is for student organizations that are comprised of members from both Tulsa and OKC campuses where meetings are held on both campuses. In such instances, there is a one time per semester waiver for travel to regularly scheduled meetings. A parent or legal guardian must sign the Waiver and Release of Liability form if the participant is under 18.

D. Medical Information Form

The Medical Information Form is required for any event involving overnight travel or travel more than 50 miles from the home campus. The only exception is for student organizations that are comprised of members from both Tulsa and OKC campuses where meetings are held on both campuses. There is a one time per semester Medical Information Form required for travel to regularly scheduled meetings. It may be used in conjunction with the Voluntary Assumption of Risk and Informed Consent Form or the On or Off Campus Waiver and Release of Liability Forms depending on the whether the event is University-sponsored or non-University sponsored and the risk level and associated activities of the event.

IV. PROHIBITED EVENTS

Extremely High Risk Events offer unacceptable levels of risk, including the possibility of catastrophic and critical injuries. These activities will not be permitted on OUHSC property and RSOs are highly discouraged from engaging in these activities at off-campus venues as well.

V. INSURANCE REQUIREMENTS

The University requires liability insurance for Moderate Risk and High Risk events held on OUHSC property. Event liability insurance protects OU. This insurance does not take the place of mandatory health insurance for individual participants that may be appropriate for moderate or high risk activities and required of certain organizations. Proof of liability insurance is required before a reservation of OUHSC property can be confirmed. These policies shall
name “The Board of Regents of the University of Oklahoma and its officers, employees, agents and volunteers” as Additional Insured and shall carry the following limits of liability:

**Commercial General Liability**

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<tr>
<td>General Aggregate</td>
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<tr>
<td>Personal/Advertising Injury</td>
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<tr>
<td>Fire Damage (Any One Fire)</td>
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<tr>
<td>Medical Payments (Any One Person)</td>
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To assist RSOs in obtaining insurance, OU Risk Management offers event insurance policies through their affiliate, University Risk Management and Insurance Association. The URMIA TULIP insurance policy has been created especially for groups using college or university facilities. It is event-specific.

Student Organizations wishing to purchase the TULIP program insurance or get a quote may access the company’s web site at [https://tulip.ajgrms.com](https://tulip.ajgrms.com). The link will guide you through the process to purchase coverage via credit card. Third party users should go to this site provided by the University Risk Management and Insurance Association (URMIA) and Arthur J. Gallagher Insurance.

Click on the Quick Quote Tab and follow remaining instructions. The location code is 4252.

Upon completion of the transaction, you and the institution will receive a certificate/binder of coverage via e-mail. For all events, the institution will be named as Additional Insured.

<table>
<thead>
<tr>
<th>Coverage limit:</th>
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<tr>
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<tr>
<td>Property damage coverage:</td>
<td>$100,000</td>
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For questions concerning the TULIP program, please contact Brian Burrough at (405) 271-3287 or brian-burrough@ouhsc.edu.

RSOs may also contract for event insurance with an insurance agency of their choice.

**VI. SECURITY REQUIREMENTS**

Some venues of events on campus and some categories of events require security for events hosted by all types of student organizations.

**A. Events that include the service of alcohol**

Events may be hosted at many sites on the OUHSC campus. These include, but are not limited to, the David L. Boren Student Union, David L. Boren Student Union East Patio, University Village Courtyard, Intramural Fields/Pavilion, and others. Security requirements vary from venue-to-venue and the costs associated with security are generally the financial responsibility of the organization reserving the venue.

1. HSC Student Affairs regulates the offering of alcoholic beverages within the following spaces:
   a. David L. Boren Student Union
   b. David L. Boren Student Union East Patio
   c. University Village Courtyard
   d. Intramural Fields/Pavilion

2. Student group adviser must be present during the entirety of the event.

3. Contact the Food Court Manager in HSC Food Court, David L. Boren Student Union, Suite 130 at (405) 271-3660, regarding the service of food and alcohol

4. 3.2 beer and wine are the only alcoholic beverages approved for consumption on the HSC Campus. All such beverages must be served by a licensed caterer in accordance with these guidelines.

5. It is the responsibility of the licensed caterer to check identification for proper age.
6. Schedule and pay for a minimum of two (2) HSC OUPD officers by contacting Connie Welch or Susan Shockley. Officer must be present during, and at least 30 minutes after, the event to secure both entrance and exit of the event’s location. For every fifty (50) participants over 100, one (1) additional officer is required.
   - connie-welch@ouhsc.edu, (405) 271-3285; Fax (405) 271-2525
   - susan-shockley@ouhsc.edu, (405) 271-3144; Fax (405) 271-2525

7. Submit Alcohol Service Permission Request letter to HSC Student Affairs. **See Sample Alcohol Service Permission Letter** for an example. Letter must include:
   - Date of event
   - Beginning time/ending time of the event (alcohol service stops thirty (30) minutes prior to end of event)
   - Confirmation of HSC OUPD reservation
   - Confirmation and contact information of faculty/staff sponsor (including cell/pager number)
   - Location of event

8. If alcohol service is approved all aspects of the OUHSC’s Alcohol Policies Memo available in HSC Student Affairs must be strictly followed.

9. Address letter to: Clarke Stroud, University Vice President for Student Affairs and CC: Kate Stanton, Executive Director for HSC Student Affairs
   E-mail two (2) copies to student-affairs@ouhsc.edu or deliver to:
   
   HSC Student Affairs
   David L. Boren Student Union, Suite 300
   1106 North Stonewall
   Oklahoma City, OK 73117

B. **On-Campus Venues**

The following guidelines must be followed when contracting for third-party security on OU property:
1. Security guards must be unarmed. This prohibits the use of firearms, batons, chemicals, tasers etc.
2. Security guards must be CLEET (Council of Law Enforcement and Training) certified. CLEET requires certification for both the agency, which operates as a security company and the individual working as a security guard.
3. The security company must provide proof of liability insurance/bond.

Security companies must provide proof of these requirements to OUHSC Police Department.

C. **Off-Campus Venues**

Venues that are not OUHSC property determine their own security requirements and may require specific security companies. RSOs are advised to clearly understand those requirements, and any costs associated with those requirements, prior to contracting with a venue site.

VII. **CONTACT US**

If you have any questions or concerns about this information, please do not hesitate to contact HSC Student Affairs to discuss the registration process and the benefits available to student organizations. Phone number: (405) 271-2416 or email: student-affairs@ouhsc.edu.