


ADMINISTRATIVE PROCEDURE
ADMIN-14
MINORS ON CAMPUS PROCEDURES

Number: ADMIN-14	Name: Minors on Campus Procedures
Purpose: This administrative procedure sets forth the procedures, duties, and responsibilities to be followed when students, faculty or staff invite or otherwise have minors on campus as part of a Marshall University event.	
Responsible Unit: University Operations	
Approved by: 	Approval Date: 11/30/2021

1. General

- 1.1. Establishes the guidelines to be followed when minors are on campus as part of a Marshall University event.
- 1.2. Authority: Marshall University Board of Governors Policy No. GA-19 Minor Protection

2. Definitions

- 2.1. **Adult.** Any person eighteen (18) years of age or older.
- 2.2. **Authorized Adult and/or Program Staff.** Individuals, paid or unpaid, including volunteers, who interact with, supervise, or chaperone minors in program activities, recreational activities, and/or residential facilities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc. For the purposes of this policy the term "Program Staff" is also assigned this definition. This definition does not include individuals who work with the program but do not have contact with the minor participants or guest speakers, presenters, judges, or other individuals who have only short-term interactions with the participants while in the presence of Program Staff.

2.3. Covered Program. A Covered Program is a program and/or group or individual activity designed for or marketed to Minors and/or that includes Minors as participants. Covered Programs may be offered by Marshall, its employees or students or by non-University groups using University facilities. Covered Programs include private lessons, tutoring, mentoring or other instruction or assistance offered by individuals using University facilities and any IRB approved research involving Minor subjects or in which Minors are participating as researchers or assistants. All programs or activities that involve Minors should contact the Environmental Health and Safety Department to determine whether they are a Covered Program and such decisions shall be made based on the totality of the circumstances. **By way of example only, the following activities would NOT, as a general rule, be deemed to be Covered Programs:**

- 2.3.1. activities or events on campus that are open to the general public and at which a parent/guardian/chaperone is reasonably expected to be present at all times or to otherwise provide appropriate supervision of the Minors, including but not limited to, athletic events, concerts, theater productions, carnivals or activities, and/or open house events;
- 2.3.2. activities, even if not open to the general public, at which a parent/guardian is present with the Minor at all times;
- 2.3.3. campus visits as part of a field trip or event hosted by a childcare facility, elementary or secondary school, community college, religious organization or other group where supervision would reasonably be expected to be provided by such group;
- 2.3.4. athletic, academic, musical or other competitions that involve no significant, substantive programming beyond the competition itself, including but not limited to, high school football games, science fairs, ACT testing, choral or band competitions;
- 2.3.5. campus tours to prospective students, including, but not limited to, prospective athletes, including overnight campus visits;
- 2.3.6. activities that have as their primary purpose recruiting students to enroll at Marshall;
- 2.3.7. services provided by the Autism Training Center, the University Counseling Center, the Marshall Child Development Academy, any licensed childcare facility housed on campus or under Marshall's oversight, or any entity that provides counseling or other medical or mental health treatment to Minors;
- 2.3.8. off-campus activities, including clinical, practicum or student teaching experiences; off-campus activities undertaken by Marshall students or employees that are not part of an off-campus program sponsored by Marshall, even if these activities are undertaken in order to satisfy service or volunteer hour requirements (e.g., tutoring, coaching or mentoring Minors as an individual activity, working with Boys Club or Girls Club); and
- 2.3.9. private, personal events that occur on campus (e.g., birthday parties, weddings).

2.4. **Mandatory Reporter.** Any individual obligated by West Virginia law to report any type of Child Abuse or Neglect, including physical or Sexual Abuse. Under West Virginia law, this includes: Any medical, dental or mental health professional, Christian Science practitioner, religious healer, school teacher or other school personnel, social service worker, child care or foster care worker, emergency medical services personnel, peace officer or law-enforcement official, humane officer, member of the clergy, circuit court judge, family court judge, employee of the Division of Juvenile Services, magistrate, youth camp administrator or counselor, employee, coach or volunteer of an entity that provides organized activities for children, or commercial film or photographic print processor who has reasonable cause to suspect Child Abuse or Neglect or observes the child being subjected to conditions that are likely to result in Child Abuse or Neglect. See W. Va. Code § 49-2-803 (2017).

2.4.1. West Virginia law requires any person over the age of eighteen who receives a disclosure from a credible witness or observes any Sexual Abuse of a child is also a Mandatory Reporter. Any school teacher or other school personnel who receives a disclosure from a witness, which a reasonable prudent person would deem credible, or personally observes any sexual contact, sexual intercourse or sexual intrusion, as those terms are defined in article eight-b [§§ 61-8B-1 et seq.], chapter sixty-one, of a child on school premises or on school buses or on transportation used in furtherance of a school purpose is also a Mandatory Reporter; Provided, that this subsection will not impose any reporting duty upon school teachers or other school personnel who observe, or receive a disclosure of any consensual sexual contact, intercourse, or intrusion occurring between students who would not otherwise be subject to section three [§ 61-8B-3], five [§ 61-8B-5], seven [§ 61-8B-7] or nine [§ 61-8B-9] of article eight-b, chapter sixty-one of the West Virginia Code. See W. Va. Code § 49-2-803 (2017).

2.4.2. **For the purposes of this Procedure, all University Faculty and Staff are considered Mandatory Reporters.**

2.5. **Member of the University Community.** i) an individual engaged in any University activity or program, whether on or off campus; (ii) any individual lawfully on University property; (iii) any individual that is a University Student, Faculty, Staff, University official, University volunteer, or a University visitor; and (iv) any vendor or contractor, including that vendor's or contractor's employees and independent contractors, who are working on campus.

2.6. **Minor.** Any person under eighteen (18) years of age, unless that person is:

2.6.1. An enrolled student at Marshall;

2.6.2. A Marshall employee; or

2.6.3. A recipient of healthcare or mental health services at Marshall.

2.7. **President.** The President of Marshall University or his or her designee.

- 2.8. **Program Director:** The individual responsible for the administration of any Covered Program. In the case of a private or semi-private lessons, tutoring, or mentoring, the Program Director shall be the Marshall employee or student providing such services.
- 2.9. **Sponsoring Unit.** The academic department, administrative unit, or other organization of the Marshall which offers a program or gives approval for housing or use of the facilities.
- 2.10. **Visiting Child or Minor.** Any person under the age of eighteen (18) years who is attending a Marshall program or activity or any person under the age of eighteen (18) years who is on University premises. However, this definition does not include children at general public events where parents or guardians are invited and expected to provide supervision of children. Additionally, it does not include any person under the age of eighteen (18) years who is enrolled as a Marshall student.

3. Reporting Abuse

3.1. If any **Authorized Adult and/or Program Staff** observes, or has reasonable cause to suspect, any type of Child Abuse or Neglect, including physical or Sexual Abuse, they must immediately report the circumstances to the following:

- 3.1.1. Title IX Coordinator Old Main Room 324
Hart70@marshall.edu or TitleIX@marshall.edu
304-696-2597;
- 3.1.2. Marshall University Police Department
Office of Public Safety
mupd@marshall.edu
304-696-HELP (4357)

3.2 Upon receiving a report, the University's Title IX Coordinator and/or Marshall University Office of Public Safety shall take immediate action in order to protect children present on the Marshall campus or participating in Marshall sponsored programs.

3.3 If **University Faculty and Staff or other Mandatory Reporter** observes, or has reasonable cause to suspect, any type of Child Abuse or Neglect, including physical or Sexual Abuse, they in addition to reporting to the individuals listed in section 3.1.1 and 3.1.2, above, must immediately report to each of the following:

3.3.1. West Virginia Department of Health and Human Resources or by contacting the Child Abuse and Neglect Hotline (1-800-352-6513), seven days a week, twenty-four hours a day'; and

3.3.2. West Virginia State Police at 304-528-5555.

3.4 Marshall's reporting requirements within this Policy do not supersede the requirements placed on individuals by law. West Virginia's mandatory reporting obligations can currently be found at W. Va. Code §§ 49-2-801 to 814 (2017) <https://www.wvlegislature.gov/WVCODE/code.cfm?chap=49&art=2>.

3.5 In deciding whether or not to report an incident or situation of suspected abuse or neglect, it is not required that there be proof that abuse or neglect has occurred. Any uncertainty in deciding to report suspected abuse or neglect should be resolved in favor of making a good faith report as outlined above. Any questions on reporting should be directed to the Marshall University Police Department.

4. Requirements for Covered Programs

4.1 **Registration.** The Program Director, or other appropriate person or designee, of the Covered Program must register the **Covered Program** with the Environmental Health and Safety Department no later than ninety (90) days from when the Covered Program is to begin. Failure to register the program in a timely manner will be grounds for denial of the Covered Program by the Environmental Health and Safety Department.

4.2 **Registration Form.** The Environmental Health and Safety Department will approve the "Registration Form" which will set forth the minimum required information to be provided by the **Covered Program**. Upon review of the submitted Registration Form, additional information may be required based upon the submitted information.

4.3 **Background examinations.** All **Authorized Adults** must have a background examination or acceptable proof of such examination on file with Marshall prior to commencement of the Covered Program in compliance with the following:

4.3.1 **Criteria and process for determining who must be screened.**

4.3.1.1 Anyone, including but not limited to graduate/undergraduate student assistants, faculty, staff, volunteers, and consultants or contractors, who in the course of their University Youth Program duties or assigned responsibilities will or may have direct contact with minors is subject to criminal background screenings in accordance with the WVDHHR regardless of the supervision structure in place.

4.3.1.2 Each individual who meets the defined criteria should be evaluated for eligibility by the appropriate dean or direct supervisor, in consultation with University Human Resources and/or Provost when necessary.

4.3.2 **Scope.**

4.3.2.1 Each college or division shall use the designated University vendor to verify social security number and conduct a criminal background check for all University students, faculty, staff, and volunteers in compliance with the procedures set forth by the WV DHHR.

- 4.3.2.2 In the case of consultants or contractors, the criminal background check requirements shall be included in the contractual agreement between the University and the consultant or contractor.
- 4.3.3 Timing/frequency. Screening must be done as follows:
 - 4.3.3.1 Initial screening:
 - 4.3.3.1.1 New employees at the point of hire.
 - 4.3.3.1.2 Returning/seasonal employees upon rehire.
 - 4.3.3.1.3 Consultants/contractors prior to commencing any project.
 - 4.3.3.1.4 Volunteers prior to commencing activities.
 - 4.3.3.2 Current employees:
 - 4.3.3.2.1 All current employees determined to be subject to background screening will undergo a criminal background check and be required to complete a self-disclosure form upon implementation of this policy, unless an equivalent screening has taken place within the past year.
 - 4.3.3.2.2 Internal job transfers or any change of duties that adds activities with direct contact with minors, prior to commencing those duties.
 - 4.3.3.3 Rechecks:
 - 4.3.3.3.1 All current employees determined to be subject to background screening will undergo a criminal background check at least every two years utilizing the designated University vendor.
 - 4.3.3.3.2 A criminal background check will be conducted upon self-disclosure of criminal activity.
 - 4.3.3.3.3 The University reserves the right to conduct background checks of current employees when it has reasonable grounds to do so (e.g., no recent check was performed, a workplace incident has occurred, upon self-disclosure of criminal activity, or upon the University being informed of such activity).
 - 4.3.3.4 Notice and authorization.
 - 4.3.3.4.1 Consistent with Marshall University Board of Governors Policy MUBOG HR-14, Background Checks; and Human Resources Policy MU-HR-AP-14 job candidates are informed during the interview stage that employment at the University is contingent upon the successful completion of a background check and a check of their credentials. University students, faculty, staff, and volunteers are notified at the time they become subject to this policy's background check requirements according to the criteria stated herein.

4.3.3.4.2 In accordance with federal law, the University must secure a signed authorization which permits the University to obtain background check results from a third-party reporting agency. Such authorization shall remain in effect for the duration of an individual's employment with the University, unless or until employment duties no longer include contact with minors.

4.3.3.5 Authorized Adult and/or Program Staff Disqualifications

4.3.3.5.1 The following individuals may generally not be authorized to work or volunteer with a Covered Program is they will be in contact with minors:

4.3.3.5.1.1 Persons convicted of any sex offense involving a minor;

4.3.3.5.1.2 Persons who are required to register as a sex offender;

4.3.3.5.1.3 Persons convicted of domestic violence involving a minor;

4.3.3.5.1.4 Person convicted of any crime of violence; or

4.3.3.5.1.5 Person convicted of any crime that the University considers would cause their ability to safely work with minors into question.

4.3.3.5.2 Individuals who do not have satisfactory criminal background check results will be provided with an opportunity to explain the results and give clarifying information before a final decision regarding eligibility is made.

4.3.3.5.3 Exceptions to the above list may be granted with the approval of all of the following Human Resource Services, Chief of Staff, Director of Public Safety, and the Director of Environmental Health and Safety or their respective designees

4.3.4 It is the responsibility of the **Sponsoring Unit**, the **Program Director**, and the **Authorized Adult** to ensure that this requirement is satisfied prior to the commencement of the **Covered Program**.

4.3.5 The **Sponsoring Unit** will be responsible for all costs associated with obtaining the required background check. If the **Sponsoring Unit** has insufficient funds to cover these costs a request to the have the University cover some or all these costs may be made to the Environmental Health and Safety Department. All requests shall be reviewed by Human Resource Services, Chief of Staff, Chief Financial Officer, and the Director of Environmental Health and Safety or their respective designees.

4.3.6 An exception to this requirement may be granted in limited circumstances by the Environmental Health and Safety Department in consultation with Human Resource Services. Even in cases where an exception is applicable, the Covered Program must comply with this Policy in all other aspect.

4.4 Training. The **Sponsoring Unit** and/or **Program Director** shall be responsible for ensuring that all **Authorized Adults and/or Program Staff** working in a **Covered Program** have completed the following training prior to the commencement of the Covered Program.

4.4.1 Title IX;

4.4.2 Basic First Aid;

4.4.3 Mandatory Reporting;

4.4.4 Marshall University Emergency Procedures; and

4.4.5 Safe Supervision of Minors.

4.4.6 There may be additional required training designed specifically for individual camps. Those will be included in the curriculum of the online training. Camp Sponsors may include additional in-person training as needed.

4.4.7 Evidence of completion of the training shall be provided to the Environmental Health and Safety Department upon completion of the training.

4.4.8 Training must be renewed annually by all Authorized Adults.

4.5 Conduct of Program. Each **Covered Program's** Registration must address how it will comply with the following requirements:

4.5.1 Maintain appropriate Authorized Adults to Minor participants ratio listed on Exhibit A to these Procedures. Provided that, these requirements may be adjusted for other activities, such as water activities, to ensure the safety of the Minors.

4.5.2 Obtain Emergency Medical Information

4.5.2.1 A medical Emergency form, approved by the Environmental Health and Safety Department, must be completed for every participant in camp.

4.5.2.2 Forms must be kept on-site for a total of 3 years after the conclusion of the program.

4.5.2.3 Forms must be kept private in a locked location that can only be accessed by program administrators with a copy of all forms provided to the Environmental Health and Safety Department. In the alternative, the forms may be maintained in a secure electronic location accessible to Authorized Adults, the Environmental Health and Safety Department and the Marshall University Police Department.

4.5.2.4 In the event of an Emergency, forms may be shared with the Marshall University Police Department, the Environmental Health

and Safety Department or such other University entities on an need to know basis.

- 4.5.3 Provide Emergency Action Plan (EAP)
 - 4.5.3.1 Each **Covered Program** must submit an EAP for review and approval by the Environmental Health and Safety Department.
 - 4.5.3.2 The EAP will, at a minimum, address the following situations:
 - 4.5.3.2.1 Weather related closings or delays;
 - 4.5.3.2.2 Loss of Electrical Power or water;
 - 4.5.3.2.3 Intruder;
 - 4.5.3.2.4 Major and Minor Medical Emergency Protocols;
 - 4.5.3.2.5 Criminal activity or Violence;
 - 4.5.3.2.6 Missing Person;
 - 4.5.3.2.7 Title IX violations; and
 - 4.5.3.2.8 Such other situations as may be identified by the Environmental Health and Safety Department.
- 4.5.4 Behavior Expectations for Minor Participants
 - 4.5.4.1 Participants are expected to behave in a respectful, responsible, and safe manner for all.
 - 4.5.4.2 Actions that are not permissible are those where the individuals involved are not following University policies or procedures.
 - 4.5.4.3 For incidents on campus, Marshall University Police will be called depending on the severity of the situation.
 - 4.5.4.4 An incident form must be filled out whether the police are called or not.
 - 4.5.4.5 Participants may be immediately removed from the **Covered Program** for violating behavioral expectation.
 - 4.5.4.6 Parent/legal guardian's should be informed that if the Participant is removed from the **Covered Program** they will be required to immediately pick up the Minor participant.
- 4.5.5 Behavior Expectations for **Authorized Adults and/or Program Staff**
 - 4.5.5.1 **Authorized Adults and/or Program Staff** should have limited unsupervised one-on-one interactions with Minor participants. Reasonable efforts must be made to have two or more **Authorized Adults and/or Program Staff** present during activities where single Minors are present.
 - 4.5.5.2 Reasonable efforts must be made to involve more than one **Authorized Adults and/or Program Staff**, and the Minors parent or guardian in any direct electronic contact with single minors.
 - 4.5.5.3 Reasonable efforts should be made to have another **Authorized Adults and/or Program Staff** present when addressing individual Minor participants in private areas (e.g.: restrooms, bedrooms, study lounges, and similar areas).
 - 4.5.5.4 If handling an emergency when only one minor is present, the **Authorized Adults and/or Program Staff** responding should make

- reasonable efforts to contact another **Authorized Adults and/or Program Staff** to come and assist as immediately as possible.
- 4.5.5.5 Contact with individual Minors for official academic or programmatic recruitment may do so, as directed by their supervisor, by E-mail during standard business hours. Parents/guardians should always be included on any E-mail exchange.
- 4.5.5.6 Phone calls to Minors should always be made through their parent/guardian, unless approved by the **Program Director** and with the written permission of the parent/guardian.
- 4.5.5.7 **Authorized Adults and/or Program Staff** may have no personal, non-programmatic related electronic communications with participants (email, phone, text, Facebook, etc.) during the youth program.
- 4.5.5.8 **Authorized Adults and/or Program Staff** may not take pictures of minors or post information about minors to social media sites without permission from a parent/guardian.
- 4.5.5.9 **Authorized Adults and/or Program Staff** may not meet participants off-site or off-hours.
- 4.5.5.10 **Authorized Adults and/or Program Staff** may not give personal gifts to participants.
- 4.5.5.11 **Authorized Adults and/or Program Staff** may not possess, consume, be impaired by or under the influence of alcohol, medical marijuana, or drugs at any time the adult has responsibility for Minor participants.
- 4.5.5.12 **Authorized Adults and/or Program Staff** may not possess a firearm or other weapon at any time during the youth program.
- 4.5.5.13 **Authorized Adults and/or Program Staff** may not engage in abusive conduct of any kind toward, or in the presence of, a Minor.
- 4.5.5.14 **Authorized Adults and/or Program Staff** may not strike, hit, administer corporal punishment of any kind to, or touch a minor in an inappropriate or illegal manner.
- 4.5.5.15 **Authorized Adults and/or Program Staff** may not pick up minors from or drop off minors at their homes, other than the driver's child/children, or except as specifically authorized in writing by the minor's parent/legal guardian.
- 4.5.5.16 **Authorized Adults and/or Program Staff** may not provide alcohol or illegal drugs to any minor.
- 4.5.5.17 **Authorized Adults and/or Program Staff** may not provide prescription drugs or any medication to any minor except for medical professionals specifically authorized in writing by the parent or legal guardian as being required for the minor's care or emergency treatment.

4.5.5.18 **Authorized Adults and/or Program Staff** may not make sexual materials in any form available to minors or assist them in any way in gaining access to such materials.

4.5.6 Address Travel Off Campus

4.5.6.1 Dates of travel;

4.5.6.2 Means of travel; and

4.5.6.3 Overnight accommodations.

4.5.7 Special Needs

As different **Covered Programs** may have needs that are unique to them. Each **Covered Program** should address any unique issues that may arise do to the nature of the program and any expected activities.

4.6 Incident Reporting Requirements.

4.6.1 Accidents, injuries and administration of First Aid.

4.6.1.1 Minor first aid should be administered as available. Injuries requiring more than first aid will be referred to the Emergency Department at either Cabell Huntington Hospital or St. Mary's Hospital in Huntington, or the nearest hospital for injuries occurring off of main campus. Call the Marshall University Police Department at 696-HELP (4357) if an ambulance is necessary.

4.6.1.2 Once the **Authorized Adults and/or Program Staff** have been notified and any necessary first aid or medical treatment has been rendered, all injuries or illnesses must be reported to the Environmental Health and Safety Department within 24 hours of the injury or illness.

4.6.1.3 The employee form is in Adobe® pdf with fields that can be completed and submitted online.

4.6.1.4 The student and visitor form is in Microsoft Word and must be completed, saved, and emailed to safety@marshall.edu.

4.6.1.5 Applicable forms can be found at <https://www.marshall.edu/safety/safety-issues/reporting-accidents-injuries-and-administration-of-first-aid/>

4.6.1.6 Nothing herein is intended to supersede any additional reporting requirements of University employees.

4.6.2 Reporting a Crime

4.6.2.1 **Authorized Adults and/or Program Staff** should immediately report any criminal activity to the appropriate law enforcement agency if they witness or the **Covered Program** is otherwise impacted by the crime.

4.6.2.1.1 Crimes occurring on University property should be reported to the Marshall University Police Department.

4.6.2.1.2 If a crime occurs off campus, it should be reported to the law enforcement agency with jurisdiction of the matter and then to the Marshall University Police Department.

4.7 Acknowledgement Required. All **Authorized Adults and/or Program Staff** must acknowledge this Minor Protection Policy, MUBOG GA-19 and these Administrative Procedures and agree to abide by all requirements imposed therein prior to participating in a **Covered Program**. This acknowledgment shall also include a representation that the **Authorized Adult and/or Program Staff** (1) has not been convicted of any crime related to the abuse or neglect of a Minor, (2) has not entered a guilty plea, a no contest plea or any other plea other than not guilty in response to a charge related to the abuse or neglect of a Minor, and (3) is not currently under investigation for any claim related to the abuse or neglect of a Minor. The Acknowledgement Form is available from the Environmental Health and Safety Department and is attached hereto as Exhibit B.

5. Non-University Entities

7.1 Any entity using MARSHALL's facilities for the conduct of an event or program that would be a Covered Program if under the oversight of Marshall shall sign a Protection of Minors Addendum See Exhibit C that obligates the third-party sponsor to comply with this Policy and the applicable Administrative Procedures and that contains any additional terms that Marshall deems necessary for the protection of Minors. The Addendum shall also require the third-party sponsor to provide proof of compliance to Marshall upon request.

EXHIBIT A

AUTHORIZED ADULT TO MINOR PARTICIPANT RATIOS

AGE OF MINOR	MAXIMUM NUMBER OF MINORS TO BE SUPERVISED	MINIMUM NUMBER OF AUTHORIZED ADULTS
4-5 ¹ years old	5	1
6-8 years old	6	1
9-14 years old	8	1
15-17 years old	10	1

¹ Any **Covered Program** that will have Minors under the age of 4, must have authorization from the Environmental Health and Safety Department.

EXHIBIT B

Minors on Campus Policy Acknowledgement Form

I, _____, have read the Minors Protection Policy (MUBOG GA-19) and the Minors on Campus Procedures (ADMIN-14) and by signing below I acknowledge the following:

1. That I agree to abide by all the requirements imposed under the Marshall University policies and procedures;
2. That I have not been convicted of any crime related to the abuse or neglect of a Minor;
3. That I have not entered a guilty plea, a no contest plea or any other plea other than not guilty in response to a charge related to the abuse or neglect of a Minor; and
4. That I am not currently under investigation for any claim related to the abuse or neglect of a Minor; and
5. That if my responses to any of the above change while I am participating in the Covered Program, I will immediately notify the Program Director and Environmental Health and Safety Department.

Dated: _____

Signature: Authorized Adults and/or Program Staff

EXHIBIT C

MARSHALL UNIVERSITY PROTECTION OF MINORS ADDENDUM

THIS PROTECTION OF MINORS ADDENDUM is part of the Facility Use Agreement (the "Agreement") entered into between Marshall University (the "University") and _____ (the "Facility User") dated _____. In the event of any conflict between the provisions of this Addendum and other provisions of the Agreement, the provisions of this Addendum shall control.

1. Supervision; Safety and Protection of Minors. Facility User shall be responsible for (i) supervising minor attendees while anywhere on University property; (ii) providing qualified, properly trained and responsible adult supervisors in compliance with University's Minor Protection policy, MUBOG-GA-19 found at insert link and ADMIN-14, Minors of Campus Procedures found at insert link; (iii) complying with the Minor Protection policy and procedures, as well as University rules, regulations and procedures for use of the Facility, throughout the entire term of this Agreement.

1.1 Facility User represents and certifies to University that:

1.1.1 Facility User's employees, chaperones, counselors, volunteers, and any others interacting with minor attendees (and anyone who supervises such persons) (collectively "Facility User Parties") have passed a criminal background check;

1.1.2 Facility User Parties have completed all University required or approved training on child safety and protection;

1.1.3 Facility User maintains a readily-accessible list of parent and/or emergency contacts for minor attendees;

1.1.4 Facility User complies with the appropriate adult to minor participant ratios as set forth in the Minors on Campus Procedures if there are no more specific guidelines.

1.2 University reserves the right to require Facility User to provide evidence of Facility User's compliance with the requirements of Section 1 of this Addendum.

2. Consent Forms. Facility User shall obtain a consent and waiver of liability form for each minor attending the Event, which authorizes Facility User's employees or staff to take ill or injured attendees for medical treatment and which further releases University from all liability related to any injury or damage that is incurred as a result of the program. Forms shall be signed by the parent or legal guardian of any minor attending the Event. Completed forms shall be retained by Facility User and made available to University upon request.

3. Reporting of Incidents/Accidents. In addition to any notice requirements outlined in the Minor Protection Policy or Procedures, Facility User shall notify the Marshall University Police Department (304-696-4357) within twenty-four (24)-hours of an incident that could give rise to University liability. All incidents shall be reported regardless of the severity or type of injury. Forms for "Student and Visitor Incident, Injury or Illness" can be found at <https://www.marshall.edu/safety/safety-issues/reporting-accidents-injuries-and-administration-of-first-aid/>. All forms should be completed and submitted to Environmental Health & Safety at safety@marshall.edu.

The notification to the University of an injury or incident does not shift responsibility for claims from Facility User to University.

BY SIGNING BELOW, the Facility User's officer or representative certifies that he/she has read the University's Minor Protection Policy and the Minors of Campus Procedures has complied with the necessary requirements for programs/activities involving minors as outlined therein. The Facility User's officer or representative further certifies that he/she has complied with the requirements of this Protection of Minors Addendum.

Facility User: _____

Signature: _____

Name: _____

Title: _____

Date: _____