University of the Virgin Islands Procedures for Use of Liability Release Form.

The University of the Virgin Islands Waiver of Liability is to be used for all approved organized activities and departmental faculty and staff functions. Signed, waiver of liability release forms are to be kept on file in the sponsoring department for a minimum of one full year. Guidelines for the use of this form is when participants are subject to a variety of risks; Falling, slipping, sliding, tripping, bumps, bruises, cuts, abrasions, contusions, dislocations, broken bones, pulled muscles, fatigue, as well as more severe injuries and possible death that can potentially be a part of a persons participation. It is the responsibility of the Department or Student Organization Sponsor to assess the risk factor for each activity, review those risk factors with the participants and have them sign a release form before participation in that event.

Activities that would require a signed release form:

- Athletics
- Any Type of Activity with an assessed risk factor
- Intramurals
- Any Sports Clubs
- Organized Activities (4-H club, Youth Marathon)
- Chemistry/Physics Labs (for volunteer workers and visitors)
- Research Facilities (for volunteer workers and visitors)
- Summer Tours
- Field Experience
- Marine Science ** May require special release for open water dives
- Fairs (to cover volunteer workers at carnivals and agricultural events)
- All other activities not listed, but under University authorization.

Who is required to sign a Release of Liability form:

As a general rule, the event/activities supervisors should obtain a signed waiver from Volunteer Workers, Visitors and any UVI employee participating in activities that are viewed as having an assessed risk and which are outside the employee’s normal scope of work

Procedures for use of the General Release Form:

1. Student organizations as well as Faculty and Staff Departments are obligated to obtain signed Releases for events where risk can be reasonably assumed. Failure to obtain participant waivers may result in the revocation of the organizations privileges.
2. An outline of the non-obvious risks must be drafted and a copy given to each participant along with the Waiver of Liability form.

3. Releases’ should be distributed sufficiently in advance of the activity to give each prospective participant a chance to read it and think about it.

4. In any oral or written communication accompanying the Release, make clear that the Release is voluntary (in the sense that the “Releasor” is not required to participate in the activity).

5. Give the prospective “Releasor” an opportunity to ask questions about the release and would be risks.

6. Be sure that an **original signed release** form is returned to the organization or department prior to the start of the event and that each participant has returned his/her form. The event sponsor will be required to maintain the Release for a period of 1 year.

7. In the case of minors, a parent or legal guardian must sign the form and return it to UVI before that child is allowed to participate in the activity. While a school or organization participating in an event on campus may have obtained a liability waiver for themselves, UVI is not necessarily covered, so in these instances, request a copy of their release form to insure that we are covered as an agent or vendor. If you have any doubts, it is best to get each participant to sign a UVI waiver.

8. Where there is a high risk factor of injury or death such as open water dives, work on small boats in heavy seas, AES or CES work with large animals or any dangerous laboratory activities, a specific Liability Release form must be drafted by University Counsel.

9. Questions or concerns regarding the Release form should be brought to the attention of the Director of Human Resources.