University Protection of Minors Policy Handbook

LHU Policy – LHU-48

Approved By:
Council of Trustees on February 20, 2015

Dr. Michael Fiorentino, Jr., President

Reviewed: May 2020
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### Purpose and Scope

#### Purpose

The purpose of this policy is to promote the safety and security of children, under the age of 18, who participate in University sponsored programs, activities, or services held on the University main or Clearfield campus, in University facilities, or under the authority of the University at off campus locations. This policy also applies to non-University sponsored programs, activities, or services held on University main or Clearfield campus by non-University entities.

#### Scope

This policy applies to all programs, activities, or services involving minors regardless of location. This policy applies to such programs, activities, or services whether they are limited to daily activities or involve the housing of minors on campus or off campus. Examples of programs governed by this policy include, but are not limited to, graduate and undergraduate course offerings, summer camps, workshops, clinics, recruiting visits, University housing, Sieg Conference Center, tutoring, student clubs and organizations, conferences, Upward Bound and Jump Start programs, recruiting programs, activities, or services and similar activities or events that involve minors. This policy also applies to all University related independent contractors, vendors, and volunteers. This policy requires the registration of all programs involving minors that occur on campus, University sponsored programs that occur off campus, non-University sponsored programs that occur off campus on University property; describes the requirements of administrators, faculty, coaches, staff, students, independent contractors and volunteers who interact with minors; and informs all members of the University community of their obligation to report any instances of known or suspected child abuse.

### Policy Exceptions

Except for the reporting of child abuse, this policy **does not apply** to:

1. events on campus that are open to the general public and which minors attend at the sole discretion of their parents or legal guardians,
2. private events where minors attend under parental or legal guardian supervision, or
3. other programs as may be designated by the University President or designated official in advance and in writing as exempt from this policy or specific provisions of this policy.
**Affiliated Entity:** A private organization (typically classified as a 501(c)(3) nonprofit organization for federal tax purposes) that exists solely for the benefit of the University and is recognized as such by the University’s council of trustees or the Board of Governors, including, but not limited to, foundations, alumni associations, and student associations. For more information on affiliated entities, see Board of Governors’ Policy 1985-04-A: University External Financial Support, and PASSHE Procedure/Standard Number 2013-15, Relationships with Affiliated Entities.

**Authorized Adults or Program Staff:** Individuals, paid or unpaid, who may have direct contact, interact with, treat, supervise, chaperone, or otherwise oversee minors. This includes, but is not limited to, faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors. Roles of authorized adults or program staff include, but are not limited to, positions as counselors, chaperones, coaches, instructors, health care providers, and outside providers running programs in leased facilities. This definition does not include temporary guest speakers, presenters, or other individuals who have no direct contact with program participants other than short-term activities supervised by program staff; or fellow students whose only role is as a participant in the education, services, or program offered.

**Background Clearance Checks:**
1. Pennsylvania Criminal Record
2. Pennsylvania Child Abuse Clearance
3. Federal Bureau of Investigations (FBI) Criminal Background Check

**Child Abuse:** Child abuse is defined in 23 Pa. C.S. §6303. That definition includes non-accidental actions or omissions that cause serious physical or mental injuries to a child, or sexual abuse/sexual exploitation of a child including:

1. Physical Abuse: Acts or omissions that cause, or fail to prevent, a serious physical injury to a child.
2. Sexual Abuse: Includes, but is not limited to, rape, sexual assault, molestation, incest, indecent exposure, or otherwise exploiting a child in a manner in which the child is used for gratification or sexual enjoyment by another person.
3. Emotional or Mental Abuse: Acts or omissions that have an actual or likely severe negative impact on a child’s emotional and behavioral development, including those resulting from persistent or severe emotional mistreatment.
4. Neglect: A severe or persistent failure to provide for a child’s physical, emotional, or basic needs.

**Direct Contact:** Providing care, supervision, guidance, or control; or routine interaction with minors.

**Independent Contractor:** An individual who provides a program, activity, or service to the University that is responsible for the care, supervision, guidance, or control of children.

**Mandated Reporter:** In a situation of suspected child abuse, all University administrators, faculty, coaches, staff, student workers, independent contractors, and volunteers are considered mandated reporters.
**DEFINITIONS**

**Minor/Child:** A person under 18 years of age. Minors may be enrolled undergraduate/graduate students; students "dually enrolled" with the University and in elementary, middle, or high school; employees; or participants in program activities.

**One-on-One Contact:** Personal, unsupervised interaction between any authorized adult or program staff and a participant without at least one other authorized adult or program staff, parent, or legal guardian being present.

**Program, Activity, or Service:** Programs, activities, or services offered by various academic or administrative units of the University, or by non-University groups using University facilities where the parents or legal guardians are not responsible for the care, custody, or control of their children. This includes, but is not limited to, workshops, services, camps, conferences, campus visits, and similar activities. These do not include organized events where parents or legal guardians are responsible for minors or course work or other structured academic experiences for minor matriculated and dually enrolled students.

**Program Administrator:** The person(s) who has primary and direct operational responsibility for managing a program.

**Registry:** An official record or list of authorized adults or programs.

**Registry Administrator:** The person who has primary and direct operational responsibility for maintaining the registry and the required and completed paperwork submitted by program administrators.

**Sponsoring Unit:** The academic or administrative unit of the University that offers a program or gives approval for the use of University facilities.

**State System Entity:** One of the PASSHE universities or the Office of the Chancellor.

**University Facilities:** Facilities owned by or under the control of a State System entity, including spaces used for education, athletics, dining, recreation, University housing, and on-campus affiliate-owned housing.

**University-Sponsored Programs:** Programs that are directly managed by University faculty, staff, and affiliated entities on behalf of the University. All University-sponsored programs must be registered.

**Non-University-Sponsored Programs:** Programs that are not operated on behalf of the University or under the University’s control.
Background Clearance Checks

All employees and volunteers are required to have the following background screening clearance checks. The University will cover the cost of the clearances for all current employees.

1. Pennsylvania Criminal Record Check: A criminal history record check from the Pennsylvania State Police (PSP) or statement from the PSP that the individual has not been convicted of a reportable offense.

2. Pennsylvania Child Abuse Clearance: Certification from the Department of Human Services as to whether the individual is named in the statewide database as a perpetrator in a pending child abuse investigation or in a founded or indicated report of child abuse within the last five years.

3. Federal Bureau of Investigation (FBI) Criminal Background Check: The individual must submit a full set of fingerprints to the PSP to obtain this report. The PSP will submit the fingerprints to the FBI for the purpose of verifying the identity of the individual and obtaining a current record of any criminal arrests and convictions.

New Employees and Student Workers

Since the issuance of BOG Policy 2014-01, the Pennsylvania Legislature has passed, and the Governor has signed, legislation amending the Child Protective Services Law (23 Pa.C.S. §§ 6301 et seq.) and providing for expanded clearance checks. Act 153 of 2014 (HB 435) effective December 31, 2014, has further clarified the required background clearance checks and requires all new employees (including student employees) and volunteers to have the three background clearances PRIOR to beginning employment:

Employees may be hired on a provisional basis for 90 days provided the following conditions are satisfied:

- The applicant has applied for the three required background clearance checks listed above and provides a copy of the completed required forms to LHU HR.

- The employer has no knowledge of information that would disqualify the applicant.

- The employee swears or affirms in writing that they are not disqualified from service nor been convicted of an offense listed on the “Arrest/Conviction Report and Certification Form” in any state, territory, or possession of the United States.

Student employees should work closely with the appropriate timekeeper to complete all required pre-employment documents and make an appointment with Human Resources (570-484-2033) to apply for the appropriate background clearance checks. Employment cannot begin until the student, supervisor, and timekeeper receive an email from LHU Student Employment indicating a student is cleared for employment.

The University will cover the cost of the clearances for all prospective employees.
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<tr>
<th><strong>Background Clearance Checks</strong></th>
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<tr>
<td><strong>Current Employees</strong></td>
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<td>The University will notify employees by separate communication concerning the details and timeline for obtaining the required background clearances pursuant to both the Board of Governors policy and the law.</td>
</tr>
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| **Volunteers**                  |
| Volunteers are required to have three background clearance checks. However one of the three background clearances, the federal criminal history record check (FBI), is not required if all of the following apply: |
| • The position for which the prospective volunteer is applying is unpaid. |
| • The prospective volunteer has been a resident of this Commonwealth during the entirety of the previous ten-year period. |
| • The prospective volunteer swears or affirms in writing that he/she is not disqualified from service or has not been convicted of an offense similar in nature to those crimes listed in the EMPLOYEE and VOLUNTEER NOTIFICATION OF ARREST AND CONVICTION SECTIONS or under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth. |

| **Authorized Adult Non-Employee** |
| The Program Administrator is responsible for obtaining criminal background clearances for all program staff and volunteers who will have direct contact with minors and is not employed by the University. The background clearances include the below. |
| 1. Pennsylvania Criminal Record Check: A criminal history record check from the Pennsylvania State Police (PSP) or statement from the PSP that the individual has not been convicted of a reportable offense. |
| 2. Pennsylvania Child Abuse Clearance: Certification from the Department of Human Services as to whether the individual is named in the statewide database as a perpetrator in a pending child abuse investigation or in a founded or indicated report of child abuse within the last five years. |
| 3. Federal Bureau of Investigation (FBI) Criminal Background Check: A federal criminal history record check. The individual must submit a full set of fingerprints to the PSP to obtain this report. The PSP will submit the fingerprints to the FBI for the purpose of verifying the identity of the individual and obtaining a current record of any criminal arrests and convictions. |

| **Non-Employee Adults in Non-University Sponsored Programs** |
| Background checks are required in accordance with the University’s Facilities Use Agreement and or other written agreement. |
Employee and Volunteer Notification of Arrests or Convictions

EMPLOYEES AND VOLUNTEERS REQUIREMENT TO NOTIFY UNIVERSITY OF ARREST OR CONVICTION:

Act 153 requires an employee or volunteer to provide written notice to the employer if they are:
1) arrested for, or convicted of, an offense that would constitute grounds for denial of employment or participation in a program, activity or service (the reportable offenses are listed below); or
2) are named as a perpetrator in a founded or indicated report.

The employee or volunteer shall provide such written notice to the Associate Vice President of Human Resources, or designee, within 72 hours of arrest, conviction, or notification that the person has been listed as a perpetrator in the statewide database. The failure of an employee or program administrator to make a written notification as required above is a misdemeanor of the third degree. If the employer or program administrator has a reasonable belief that an employee or volunteer has been arrested or convicted of a reportable offense or was named as perpetrator in a founded or indicated report, or if an employee or volunteer has provided notice of activity that would be sufficient to deny employment or program participation, the employer must immediately require the employee or volunteer to immediately submit current information as required for the three background clearance checks (See Background Clearance Check section).

List of Reportable offenses:

a. One or more if the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or another state:

(1) Chapter 25 relating to criminal homicide.
(2) Section 2702 relating to aggravated assault.
(3) Section 2709.1 relating to stalking.
(4) Section 2901 relating to kidnapping.
(5) Section 2902 relating to unlawful restraint.
(6) Section 3121 relating to rape.
(7) Section 3122.1 relating to statutory sexual assault.
(8) Section 3123 relating to involuntary deviate sexual intercourse.
(9) Section 3124.1 relating to sexual assault.
(10) Section 3125 relating to aggravated indecent assault.
(11) Section 3126 relating to indecent assault.
(12) Section 3127 relating to indecent exposure.
(13) Section 4302 relating to incest.
(14) Section 4303 relating to concealing death of a child.
(15) Section 4304 relating to endangering welfare of children.
(16) Section 4305 relating to dealing in infant children.
(17) A felony offense under Section 5902(b) relating to prostitution and related offenses.
(18) Section 5903(c) or (d) relating to obscene and other sexual materials and performances.
(19) Section 6301(a)(1) relating to corruption of minors.
(20) Section 6312 relating to sexual abuse of children.
(21) Attempt, solicitation or conspiracy to commit any of the above.

b. Founded report as a perpetrator within the preceding five-year period in the statewide database maintained by Department of Human Services.

c. Offense designated as a felony under the act of April 14, 1972 (P.L.233, No.64), known as “The Controlled Substance, Drug, Device and Cosmetic Act,” committed within the preceding five-year period.
### Registry Requirements

#### Authorized Adults and Program Registration

Required registry of University authorized adults, program staff, and programs for minors. 
- Programs offered by academic or administrative units of the University, or by non-University groups using University facilities where the parents or legal guardians are not responsible for the care, custody, or control of their children must be registered annually.
- Programs must be registered within sufficient time to meet the requirements of the University’s policy, and policy requirements must be met no later than 30 days before the start of the program or said program will be cancelled.

#### Registry Locations

The individual(s) who is the program administrator of the event, activity, program, or service is responsible to ensure that the program is registered with the below registry administrator and that all necessary requirements are completed no later than thirty (30) days prior to the start of the program. The registry administrator maintains all of the required and completed paperwork submitted by the program administrator.

- **Academic program** – submit to Assistant to the Dean in respective College
- **Admission program** – submit to Associate Director of Admissions
- **Athletic program** – submit to Assistant Director of Athletics for Compliance
- **Camps and Conferences** – submit to LHU Foundation, Camps Director
- **Center for Excellence and Inclusion** – submit to Director, Center for Excellence and Inclusion
- **Student Clubs/Organizations** - submit to Director of Student Activities, Student Affairs
- **Clearfield Campus** – submit to Director of Clearfield campus
- **Contracted Services/Vendors** – submit to Director of Procurement, Purchasing Department
- **Facilities** – submit to Facilities Planning and Scheduling Coordinator
- **Housing** - submit to Associate Dean of Student and Residence Life
- **Library** – submit to Director of Library and Information Services
- **Non-University groups using University facilities** - submit to Facilities Planning & Scheduling Coordinator
- **Student Affairs** – submit to Associate Provost for Student Affairs

#### Registration Requirements

The following topics must be addressed in planning, evaluating, and registering a program, activity, or service.

- Identify the program administrator.
- A list of all authorized adults and program staff.
- Certification that all authorized adults and program staff obtained the three required background clearance checks.
- Certification that all authorized adults and program staff completed training as a mandated reporter and training on policies and issues related to minor health, wellness, safety, and security.
- A statement identifying the staffing ratio for the program, activity or service.
- A statement addressing safety and security planning.
- Certification that all required forms from the legal guardian or parent of the participant have been secured.
- A description of the transportation associated with the program, if any.
- A description of the housing arrangement associated with the program, if any.
- Certification that insurance requirements have been met if applicable.
- A statement addressing response protocols when there is an illness or injury.
- A statement addressing response protocols when an authorized adult is accused of misconduct.
- A statement addressing response protocols when a participant is accused of misconduct.
- A description of the program orientation information for minors and parents.
- A statement concerning record retention.

### Training Requirements

All authorized adults or program staff including volunteers working with minors are required to be trained on policies and issues related to minor safety and security. The training will be offered and completed when needed and may vary based on the role of the authorized adult. Documentation of training completion is required to be maintained by the program administrator. Program administrators of non-University sponsored programs or non-University groups providing services to University sponsored programs are required to certify that they have satisfactorily completed required training before being allowed to use University facilities. Training will include such topics as:

- Detecting and reporting abuse.
- First aid/CPR and medication management.
- Participant conduct management and disciplinary procedures.
- Authorized adult or program staff code of conduct.
- Sexual and other unlawful harassment.
- Safety and security protocols.
- Crime reporting procedures.

**Note:** All authorized adults or program staff must have completed mandated reporter training.

### Mandated Reporter Training

Pursuant to the Board of Governors: Protection of Minors Policy 2014-01, all mandated reporters will receive training. An on-line educational module has been developed by the University of Pittsburgh and the PA Child Welfare Resource Center and provides in-depth
information on recognizing child abuse, your rights and responsibilities as a mandated reporter, and how to file a report both electronically and over the phone. You can access this training at the following link: www.ReportAbusePa.Pitt.edu. This training has been approved by the Department of Human Services and the Department of State.

A certificate of completion should be generated and forwarded by all University administrators, faculty, coaches, staff, and student workers to the Associate Vice President of Human Resources upon completion.
### Supervision and Staffing Ratio Requirements

#### Program or Activity Supervision

- The program administrator must be 21 years of age or older.
- Authorized adults or volunteers must be 18 years of age or older.
- Authorized adults or volunteers must be at least 2 years older than the minor he/she is supervising.
- One-on-one contact between an authorized adult or volunteer and a minor is prohibited, unless the authorized adult or volunteer is the minor's parent or guardian.
- Participation by a minor under 6 years of age is prohibited unless the minor is accompanied by a parent or guardian at all times.

#### Supervision Ratios

In establishing supervision ratios for a program, activity, or service involving minors, a program administrator should consider the ages of the minors participating, the nature of the program, activity, or service to ensure minor safety, the location of the activity, and the duration of the program, activity, or service. Below are the suggested supervision ratios for a program, activity, or service involving minors.

#### Day Program*

- 1 staff for every 6 participants 5 years of age or younger. (1:6)
- 1 staff for every 8 participants aged 6 – 8 years. (1:8)
- 1 staff for every 10 participants aged 9 – 14 years. (1:10)
- 1 staff for every 12 participants aged 15 – 18 years. (1:12)

#### Overnight Program*

- 1 staff for every 5 participants 5 years of age or younger. (1:5)
- 1 staff for every 6 participants aged 6 – 8 years. (1:6)
- 1 staff for every 8 participants aged 9 – 14 years. (1:8)
- 1 staff for every 10 participants aged 15 – 18 years. (1:10)

*Ratios are based on the American Camp Association.
Authorized Adults or Program Staff Code of Conduct

Authorized adults or program staff should be positive role models for minors and act in a responsible manner. It is expected that all authorized adults and program staff will adhere to the below expectations.

A. Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such material to minors.

B. Do not engage or allow minors to engage you in romantic or sexual conversations or related matters. Similarly, do not treat minors as confidantes; refrain from sharing sensitive personal information about yourself. Examples of sensitive personal information that should not be shared with minors are information about financial challenges, workplace challenges, drug or alcohol use, and romantic relationships.

C. Do not touch minors in a manner that a reasonable person could interpret as inappropriate. All personal contact should generally only be in the open, and in response to the minor’s needs, for a purpose that is consistent with the program’s mission and culture, or for a clear educational, developmental, or health-related purpose (e.g., treatment of an injury). Any refusal or resistance from the minor should be respected.

D. Do not use harassing language that would violate Board of Governors’ Policy 2009: Social Equity, or University harassment policies.

E. Do not be alone with a minor. If one-on-one contact is required, meet in open, well-illuminated spaces or rooms with windows observable by other authorized adults or program staff, unless the one-on-one contact is expressly authorized by the program administrator or is being undertaken for medical care.

F. Do not meet with minors outside of established times for program activities. Any exceptions require written parental authorization and must include more than one authorized adult or program staff.

G. Do not invite individual minors to your home or other private locations. Any exceptions require authorization by the program administrator and written authorization by a parent/guardian.

H. Do not provide gifts to minors or their families independent of items provided by the program.

I. Do not engage or communicate with minors except for an educational or programmatic purpose; the content of the communication must be consistent with the mission of the program and the University.
J. Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including, but not limited to, verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a minor or other minors from harm, all incidents must be documented and disclosed to the program administrator and the minor’s parent/guardian.

K. Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty, or in the presence of minors involved in a program, or when responsible for a minor’s welfare.

L. Do not provide alcohol or illegal substances to a minor.

M. Do not provide medication to a minor unless authorized by the program’s medication management guidelines.

N. When transporting minors, more than one authorized adult or program staff from the program must be present in the vehicle, except when multiple minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible and comply with the program’s transportation guidelines.

Violations of any of the forgoing shall be reported to the program administrator.
<table>
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<tr>
<th>Code of Conduct for Participant</th>
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<tr>
<td><strong>Participant</strong></td>
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<tr>
<td>It is expected that all participants in any University or non-University sponsored program, activity, or service will conduct themselves in a polite, respectful manner and will adhere to all University rules as follows.</td>
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<tr>
<td>a.</td>
<td>The possession or use of alcohol and other drugs, fireworks, guns and weapons is prohibited.</td>
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<td>b.</td>
<td>The use of skateboards is prohibited.</td>
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<td>c.</td>
<td>No violence, including sexual abuse or harassment, will be tolerated.</td>
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<td>d.</td>
<td>Hazing, bullying, and cyber bullying will not be tolerated.</td>
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<td>e.</td>
<td>All curfews, if applicable, will be followed.</td>
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<td>f.</td>
<td>Misuse or damage of University property is prohibited.</td>
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<td>g.</td>
<td>All minors will be accompanied by another minor at all times. This is the buddy system.</td>
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<tr>
<td>h.</td>
<td>Participants in an overnight program are not permitted to be housed in the same room with an adult unless the person is the minor’s parent or legal guardian.</td>
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<tr>
<td>i.</td>
<td>Minor participants may only be housed with a participant of the same sex.</td>
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<tr>
<td>j.</td>
<td>No minor will be housed in a room alone.</td>
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<td>k.</td>
<td>Smoking is prohibited in all University buildings.</td>
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<td>l.</td>
<td>The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.</td>
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<td>m.</td>
<td>Profanity is prohibited.</td>
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<td>n.</td>
<td>When crossing streets, only cross in the designated crosswalks.</td>
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<td>o.</td>
<td>Only use the building designated by your program supervisor or staff.</td>
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<td>p.</td>
<td>If you are hurt or injured, immediately report your injury to the program supervisor or staff.</td>
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<th>Participant Requirements</th>
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<td>Minors and parents or legal guardians of minors must submit required forms before minors will be allowed to participate in a program, activity or service. These forms may include but are not limited to the following:</td>
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- Participation Agreement (permission slip); |
- Health form; |
- Emergency contact form; |
- Proof of medical insurance; |
- Photo and recording release; |
- Participant Code of Conduct; and/or |
- Photo release form. |
### Reporting Child Abuse Obligations

In a situation of suspected child abuse, all University administrators, faculty, coaches, staff, student workers, independent contractors, and volunteers are mandated reporters under this policy. Everyone who is deemed a mandated reporter pursuant to this policy shall be trained as if designated a mandated reporter by Pennsylvania law.

All mandated reporters shall make an immediate report of suspected child abuse or cause a report to be made if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- a. The mandated reporter comes into contact with the child in the course of employment, occupation, and practice of a profession or through a regularly scheduled program, activity, or service.
- b. The mandated reporter is directly responsible for the care, supervision, guidance, or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization, or other entity that is directly responsible for the care, supervision, guidance, or training of the child.
- c. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
- d. An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

The minor is not required to come before the mandated reporter in order for the mandated reporter to make a report of suspected child abuse. The mandated reporter does not need to determine the identity of the person responsible for the child abuse to make a report of suspected child abuse.

Mandated reporters **must** immediately make an oral report of suspected child abuse to the Department of Human Services (DHS) by calling **1-800-932-0313**, or a written report to DHS using electronic technologies when available. The website to file an electronic report is [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis). If an oral report is made, a written report shall also be made within 48 hours to DHS or the county agency assigned to the case as prescribed by DHS.

Immediately following the report to DHS, the mandatory reporter must notify the University’s Public Safety Director, or designee, at **(570)-484-2278**, who will assume responsibility for facilitating the University’s cooperation with the investigation of the report. More than one report of the suspected abuse is not required.
Safety and Security Program Planning

Each program administrator shall:

A. Establish a procedure, consistent with University standards and expectations, for notifying the minor’s parent/legal guardian in case of an emergency, including medical issues, behavioral problems, natural disasters, or other significant disruptions. The program administrator shall provide written information on the notification procedure to adults involved in the program, parents/legal guardians of minors, and, if age appropriate, the minor.

B. For overnight programs, each program administrator must have a roster of all minors participating in the program. The roster shall include each minor’s name, gender, age, and home address; local room assignment (if any); phone number(s) of parent or legal guardian; and emergency contact information.

   1. Provide information to the parent or legal guardian detailing the manner in which the minor can be contacted during the program.
   2. For overnight programs, provide the registry administrator with a roster of program staff and contact information, including information on the program administrator.
   3. Have completed a comprehensive health form for each minor camp or conference participant.
   4. Program staff may distribute medications to minors only under the following conditions:
      
      i. The minor’s family must provide the medicine in its original pharmacy container labeled with the minor’s name, medicine name, dosage, and timing of consumption. Over-the-counter medications must be provided in the manufacturer’s container and labeled with the minor’s name, dosage, and timing of consumption.
      
      ii. The parent or guardian must provide written authorization before program staff may distribute any medication to a minor.
      
      iii. Program staff shall keep the medicine in a secure location and, at the appropriate time for distribution, meet with the minor in the presence of another adult.
      
      iv. The program staff member shall allow the minor to self-administer the appropriate dose as shown on the container.
      
      v. For medicine that the minor cannot self-administer, the parent or guardian must make arrangements in advance of the minor’s arrival with a qualified individual to administer the medication.
vi. Minors may carry personal “epi” pens and inhalers during activities for self-administration.

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<tr>
<td>5.</td>
<td>Develop and make available to participants the rules, discipline measures, and response protocols applicable to the program.</td>
</tr>
<tr>
<td>6.</td>
<td>Obtain all liability releases as part of the program registration process.</td>
</tr>
<tr>
<td>7.</td>
<td>Assign a staff member who is at least 21 years of age to be accessible to the participants. The staff member must reside in the housing unit, if applicable.</td>
</tr>
<tr>
<td>8.</td>
<td>As applicable, all programs must adopt and implement rules and regulations for proper supervision of minors in University housing.</td>
</tr>
</tbody>
</table>

**Response Protocols when a Program Staff Member is Accused of Misconduct**

1. An incident of child abuse must be reported to the University Police and to Department of Human Services (DHS).
2. Depending upon the circumstances, a staff member may be suspended from duties and relocated during an investigation by either the police or DHS.
<table>
<thead>
<tr>
<th>Employee’s Children and Minors</th>
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<tbody>
<tr>
<td><strong>Employees Bringing Children and Minors to Work</strong></td>
</tr>
<tr>
<td>The University is a place of business and requires a work environment conducive to all employees. Therefore, the University does not endorse employees bringing their children or minors to work unless one of the following circumstance exists:</td>
</tr>
<tr>
<td>- The employee’s child or minor is visiting and will be under the direct supervision of the employee <strong>at all times</strong> or is part of a supervised University program or event or</td>
</tr>
<tr>
<td>- The child or minor is with the employee due to a family emergency and will be under the direct supervision of the employee at all times.</td>
</tr>
</tbody>
</table>

An employee should not bring a sick child or minor to work.
Suggested Best Practices for Authorized Adults with Direct Contact with Minors

- Avoid situations in which you are alone with a minor. Two adults should be present whenever possible.
- If circumstances present that you are alone with a minor, leave the door to the room open in which you are with the minor. Inform another adult about the meeting and the time and location of the meeting.
- As a program administrator always have a detailed itinerary of the program to include times and locations.
- Respect personal boundaries.
- There should never be any showering, massage, horseplay, undressing, alcohol, drugs, profanity, or sexual jokes and innuendos around minors.
- If it is necessary to accompany a single minor to the restroom, first check the restroom to ensure it is safe for the minor to use, then exit the restroom and ensure that the minor uses the restroom alone.
- Do not transport a minor alone.
- Do not lock doors from the inside when with a minor unless it is an emergency.
- Do not date a minor.
- Do not take a photo of a minor on your personal cell phone or camera.
- Do not have contact with a minor outside of the program or event.
- Do not cover windows into your office or classroom. Allow visibility of the minor.
- A list of current matriculated minors and dually enrolled minors is available to all staff and faculty.
- Male and female minors are never assigned to sleep in the same room overnight unless accompanied by the parent or legal guardian.
- Separate shower facilities and/or schedules should occur for adults, male minors, and female minors. The minors should be grouped with similar aged minors for this activity. **Adults and minors should never use the same bathing facilities simultaneously.**
- When traveling away from the University for a University program, a parent or legal guardian, or another adult travels in the group.
- Minors are accompanied at all times and/or paired with another minor participant for purposes of going from one location to another, i.e., restroom.
- Identify program staff at events with an ID band, staff and shirt, etc. so that these individuals are clearly identifiable to minors participating in the program.
### Residence Halls

#### Babysitting

A currently enrolled student is permitted to babysit a minor in a residence hall in accordance with the following:

- The student must have visual sight and direct supervision of the minor child at all times;
- The minor child must be accompanied by the student during all times and locations of the babysitting session;
- A permission slip signed by the parent or legal guardian of the minor child is required; and
- The student may not babysit the minor child overnight in the residence hall.

#### Guests and Minor Guests

The currently enrolled student is permitted an overnight guest in accordance with the following:

- A permission slip signed by the parent or legal guardian of the minor child is required in advance of the stay; and
- A photo ID of any guest is required.
<table>
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<tr>
<th>Fire Evacuation</th>
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<tbody>
<tr>
<td>The program administrator is responsible to review and be familiar with the University Evacuation Procedure before a program or activity is held. The procedure can be found in the Appendix.</td>
</tr>
</tbody>
</table>
LOCK HAVEN UNIVERSITY – EVENT REQUEST FORM  
(MARCHAL ROTE, 110 Facilities Bldg. – Facilities Planning & Scheduling Coordinator – 570-484-2002)

Name __________________________ Email __________________________ Phone ______________

_____LHU Employee       _____LHU Student       _______Alumni       _______Other

Organization Name __________________________ Address____________________

Nature of Event __________________________ Expected Attendance _________ Charging Admissions? ______

Location Requested _____________________________________________________________

Dates and Times Requested (use separate sheet if needed) __________________________

SPECIAL NEEDS/EQUIPMENT: You are responsible to confirm any arrangement prior to your event.

_____  Police Officer   _____  # 8' Tables   _____  #Parking Lot/Spaces

_____  # Chairs       _____  Piano        _____  Staging/Risers

_____  Podium        _____  Grill         _____  Tent/Pavilion

CUSTODIAL SUPPORT – If your event is over a period of time or many people are attending, we need to know so we can support your event. Please circle yes or no if you require this service during your event?

YES            NO

*Minors: Will your event include persons 17 years of age or younger? ______________ If yes, do you certify that this event meets one of the below exemptions?

  Check the appropriate exemption below.

_____  Event is open to the general public which minors attend at the sole discretion of their parent/legal guardian.

_____  Private event where minors attend under parental or legal guardian supervision.

_____  Other programs as may be designated by the University president or designated official in advance and in writing as exempt from the University policy.

Food Service: No outside food or drinks may be brought in without proper permissions. Events in the PUB or Bentley must be catered by Aramark at 570-484-2296.

Theater/Tech Support Needs (570-484-2864) __________________________________

I understand this event must be operated in accordance with the laws of the Commonwealth of Pennsylvania, and policies of the University. In signing, I accept financial responsibility for any damages to equipment and/or property resulting from misuse or negligence during the reservation period. I also agree for myself and the organization I represent, hold harmless and indemnify Lock Haven University and the Commonwealth of Pennsylvania for any accident, injury and/or illness arising from the use of University facilities and/or services including those arising from the negligence of the University and/or its employees. Our group will provide a Certificate of Liability naming LHU as additional insured or complete individual Hold Harmless/Assumption of Risk forms prior to the first use. I also understand that adult chaperones/coaches, etc. must be present at all times during the use of LHU facilities and that any damages should be reported to 570-484-2002 immediately.

Using Organization: Signature______________________ Date ______________________

Title ___________________________________________ Estimated Use Fee $____________

Lock Haven University: Signature______________________ Date ______________________

Title __________________________________________________________________________

The LHU facilities mentioned above have been reserved: ______________________ on ______________

PLEASE BE COURTEOUS OF OTHERS & EVENTS FOLLOWING YOURS. PICK UP AFTER YOUR EVENT, REPLACE TABLES, CHAIRS, EQUIPMENT, ETC. WHERE YOU GOT THEM. East Campus Gym is a location we store athletic equipment and other items. It is imperative that items not be moved or used in any fashion. Please do not use the equipment or lay on the mats. Thank you.
1. GENERAL: The University reserves the right to assign (and, if necessary, reassign) facilities to ensure the maximum and most appropriate utilization of facilities. Every reasonable effort will be made to honor all requests using the following priorities: Academics, Administration & Athletics, LHU Students, State/County/City and Local School Districts, Emeriti & Alumni, and others. If there are no classes scheduled, the University facilities can be used for facility-specific activities by the University community and others.

2. USE: Individuals may not schedule University facilities for personal use or for profit. LHU facilities are to be utilized by LHU employees, students and guests with specific permission. All individuals must be ready to present identification when requested to do so by University Officials or be subject to arrest for trespassing. Smoking is not permitted anywhere on LHU property. Food and Drinks are prohibited in Sloan Theater, Price Performance Center, Robinson's Hamblin Hall of Flags and Ulmer Planetarium. Candles or other forms of open flame are not permitted on campus. Alcoholic beverages are also not permitted on University property.

3. LOSS, DAMAGE and/or DISORDER: Groups will be held financially responsible for any loss or damage to facilities and equipment incurred during their occupancy. Loss, damage and/or vandalism should be reported to Public Safety at 570-484-2278. In certain cases, a deposit may be required.

4. PARKING: Visitor and guest parking is provided off Railroad Street near the Parsons Student Union Building. Parking arrangements should be made with Public Safety at 484-2278.

5. CHARGES: Charge information is available at the time of request from the Facilities Coordinator. The exact amount of the charge may not be determined until after the event.

6. LIABILITY: Groups and organizations using University facilities must provide proof of coverage naming the University as an additional insured. If the group or organization does not have a liability policy, Informed Consent and Assumption of the Risk forms will be used. No group or organization is permitted to contract with an outside vendor of any kind without proper University permission and insurance coverages established naming LHU as additional insured. Depending on the nature of the event and/or insurance, outside vendors may not be approved.

7. EVENTS AFTER 10:00 p.m. – Events after 10:00 p.m. MUST BE scheduled only in the Student Rec. Center and Parsons Student Union Building unless special permission is given.

SIEG CONFERENCE CENTER: Because of its popularity and the constant demand for this facility, certain guidelines have been established for its use (in addition to those above). 1. Keys must be picked up and returned between 8:00 a.m. and 4:00 p.m. from Marchal Rote. 2. The shower and toilet facilities cannot tolerate heavy usage. 3. Each group must return the facility to the condition it was found.

PROCEDURES:
1. Astra Scheduling for events requested over 7 days.
2. University facilities may only be used when the request has been confirmed in advance.
3. Cancellations or changes should be submitted as soon as possible.
4. All approved requests will be copied to Facilities & Public Safety. Others will be notified as needed.
5. Please do not proceed with advertising your event until confirmation is received.

*LHU in the process of developing a Minors on Campus policy and procedures handbook to help in scheduling of events that include minors.
LHU - POLICIES AND PROCEDURES FOR USE OF CAMPUS FACILITIES
(Complete copy of policy and fees available from the Facilities Coordinator)

1. GENERAL: The University reserves the right to assign (and, if necessary, reassign) facilities to ensure the maximum and most appropriate utilization of facilities. Every reasonable effort will be made to honor all requests using the following priorities: Academics, Administration & Athletics, LHU Students, State/County/City and Local School Districts, Emeriti & Alumni, and others. If there are no classes scheduled, the University facilities can be used for facility-specific activities by the University community and others.

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Rote/scheform.doc  Updated  November 26, 2014
FACILITIES USE AGREEMENT

BY

AND

BETWEEN

LOCK HAVEN UNIVERSITY
OF THE
STATE SYSTEM OF HIGHER EDUCATION

AND

__________________________

This Facilities Use Agreement ("Agreement"), is made this _____ day of __________, 201_ by and between Lock Haven University of the State System of Higher Education, a public corporation and governmental instrumentality of the Commonwealth of Pennsylvania created by Act 188 of 1982, 24 P.S. §20-2001-A et seq., acting through its president or the president’s designee (hereinafter called the “University”),

AND

__________________________

a nonprofit corporation organized and existing under and by virtue of the laws of the Commonwealth of Pennsylvania, (hereinafter called “User”), which is an independent nonprofit organization, organized and operated exclusively for educational purposes as an exempt organization under Section 501(c) (3) of the Internal Revenue Code.

WITNESSETH:

WHEREAS, User currently ______________________________________________

________________________________________________________; and

WHEREAS, User desires to use University facilities to conduct certain activities associated with its program; and

NOW THEREFORE, for and in consideration of the terms and conditions hereof, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the parties hereto, in good faith, agree as follows:

1. Term. The term of this contract shall be from the date set forth above (provided the contract has been fully executed by the parties and all approvals required by the Commonwealth have been obtained) to December 31, 2015.

2. Facilities Use. The University agrees to provide to User the use of facilities for the purpose of ________________________________________ ("Program"). The facilities to be used, times, dates and which specific team will be using the facilities will be attached to and made part of this agreement as Attachment A.

3. Facilities Use Charges. In consideration of the facilities and services enumerated above, User shall pay to University a facilities use fee of $15 per hour. (this may not be applicable)
4. **Protection of Minors.** The University is committed to ensuring that all programs conducted on its campus promote the health, wellness, safety, and security of minor children who participate in the programs. In order to ensure that this objective is met, User agrees to the following provisions:

   a. **Program Administrator and Staff; Background Clearances.** User will provide to the University the name(s) of the individual(s) who have primary and direct operational responsibility for managing the Program. In addition, User will provide to the University the names of all program staff, paid and unpaid, who may have direct contact, interact with, treat, supervise, chaperone, or otherwise oversee minors (the “Registry”). Any changes in program administrators or staff will be promptly reported to the University. The Registry must be submitted annually. All program staff, paid and unpaid, who may have direct contact, interact with, treat, supervise, chaperone, or otherwise oversee minors will be required to have the following satisfactory clearances:

   i. Pennsylvania State Police Criminal Record Check;
   ii. Pennsylvania Department of Human Services Child Abuse Clearance; and
   iii. Federal Bureau of Investigations (FBI) Criminal Background Check.

   User will maintain records of the clearances and provide a report to the University showing the name, date and satisfactory clearance status of all personnel involved with the Program. In addition, the University will have the right to review the clearance files to validate that there is no disqualifying information. All clearances must be renewed every three years.

   b. **Supervision Ratio.** In establishing supervision ratios for a program, activity, or service involving minors, a program administrator should consider the ages of the minors participating, the nature of the program, activity or service to ensure minor safety, the location of the activity, and the duration of the program, activity or service involving minors. Below are suggested supervision ratios for a program, activity, or service involving minors.

      a. 1 staff for every 6 participants 5 years of age or younger (1:6)
      b. 1 staff for every 8 participants aged 6-8 years (1:8)
      c. 1 staff for every 10 participants aged 9-14 (1:10)
      d. 1 staff for every 12 participants aged 15-18 (1:12)

   Note: Ratios are based on the American Camp Association.

   c. **Two-Deep Requirement.** At least two authorized adults will be present at all times during conduct of the Program. At no time shall minors be alone with an adult.

   d. **Staff Code of Conduct.** All adults associated with the Program shall observe a written code of conduct substantially similar to the model Code of Conduct set forth in Rider A.

   e. **Drop-off/Pick-up; Facilities Restrictions.** User will provide supervision of participant drop-off and pick-up for activity sessions to ensure that participants are supervised at all times when on University premises. Participants will only be permitted to access the facilities covered by this agreement. **Locker room and shower facilities shall not be used or accessed.**

   f. **Participant Requirements.** User will ensure that minors and parents or legal guardians of minors submit required forms before minors will be allowed to participate in Program activities. These forms
may include, but are not limited to, a participation agreement, health form, emergency contact form, proof of medical insurance, photo and recording release, and participant code of conduct.

g. **Training.** All authorized adults or program staff including volunteers working with minors are required to be trained on policies and issues related to minor safety and security. The training will be offered and completed when needed and may vary based on the role of the authorized adult. Documentation of training completion is required to be maintained by the program administrator. Program administrators of non-University sponsored programs or non-University groups providing services to University sponsored programs are required to certify that they have satisfactorily completed required training before being allowed to use University facilities. Training will include topics as:

- Detecting and reporting abuse.
- First aid/CPR and medication management.
- Participant conduct management and disciplinary procedures.
- Authorized adult or program staff code of conduct.
- Sexual and other unlawful harassment.
- Safety and security protocols.
- Crime reporting procedures.

Note: All authorized adults or program staff must have completed mandated reporter training.

h. **Reporting Obligations.** In a situation of suspected child abuse, all User staff are mandated reporters under this agreement. Everyone who is deemed a mandated reporter pursuant to this agreement shall be trained as if designated a mandated reporter by Pennsylvania law. All mandated reporters shall make an immediate report of suspected child abuse or cause a report to be made if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

i. The mandated reporter comes into contact with the child in the course of employment, occupation, and practice of a profession or through a regularly scheduled program, activity, or service.

ii. The mandated reporter is directly responsible for the care, supervision, guidance, or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization, or other entity that is directly responsible for the care, supervision, guidance, or training of the child.

iii. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.

iv. An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

The minor is not required to come before the mandated reporter in order for the mandated reporter to make a report of suspected child abuse. The mandated reporter does not need to determine the identity of the person responsible for the child abuse to make a report of suspected child abuse. Mandated reporters must immediately make an oral report of suspected child abuse to the Department of Human Services (DHS) by calling 1-800-932-0313, or a written report to DHS using electronic technologies when available. The website to file an electronic report is [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis). If an oral report is made, a written report shall also be made within 48 hours to DHS or the county agency assigned to the case as prescribed by DHS. Immediately following the report to DHS, the mandatory reporter must notify the designated person in charge at the University who will assume responsibility for facilitating
the university's cooperation with the investigation of the report. More than one report of the suspected abuse is not required.

i. **Legislative and Policy Updates.** The parties acknowledge that it may be necessary from time to time to modify the provisions of this Agreement pertaining to protection of minors in order to comply with legislative or policy updates, including updates to policies of the Pennsylvania State System of Higher Education. In such cases, the University will notify User of the necessary changes and they will be incorporated into an amendment to the Agreement.

j. **Compliance.** All requirements set forth in this Section 4 should be met no later than thirty days prior to the commencement of Program activities on University property.

5. **Insurance.** User shall provide the University, in advance of occupancy, a certificate of insurance with comprehensive commercial liability coverage in the amount of one million dollars ($1,000,000.00) each occurrence; ten thousand dollars ($10,000.00) medical expense limit for any one person; and two million dollars ($2,000,000.00) general aggregate limit. The University must be named as an additional insured on any such certificate. In addition, the certificate shall provide that the insurance carrier will provide advance notice to the University of any termination, cancellation, discontinuance or modification in coverage of the insurance. Failure to provide such proof or the failure to maintain such insurance shall immediately suspend this Agreement and be deemed a material default.

User shall maintain worker's compensation insurance in accordance with the provisions of Pennsylvania law. User shall furnish Lock Haven University with copies of certificates of such insurance which shall include a minimum thirty (30) day cancellation clause and add Lock Haven University as an additional insured.

6. **Liability.** User agrees that the University, or any organization affiliated with the University, the State System of Higher Education, or the Commonwealth and their officers, agents or employees shall not be responsible for the loss or damage to any of User’s property, or any property of User’s employees, agents, contractors, or representatives located on the University’s premises by fire, theft, vandalism or other hazard without regard to whether it is alleged or true that the loss is due to the University's neglect of any duty or willful or intentional action.

Furthermore, User agrees to indemnify and hold harmless the University, the State System of Higher Education, the Commonwealth of Pennsylvania and its officers, agents and employees from all liability or contractual claims in relation to any personal injuries to any person whatsoever, or any losses or expenses due to such personal injuries or due to instances of damages to personal property, arising from or related to the use of the facilities provided for the Program to User, its employees, agents, or representatives. User’s obligation to hold the University harmless will not extend to any such damages, losses, expenses, claims, demands, suits or actions insofar as they result from intentional or willful or reckless actions of employees or agents of the University.

This provision, or any other referencing liability, shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University and shall survive the termination of this agreement.

7. **Independent Contractors.** The University and User acknowledge that they are independent contractors in regard to this Agreement and the University is not User's agent for any purpose whatsoever or vice-versa. Neither party will have the authority to enter into any contract/agreement nor assume any obligation for the other, nor shall anything herein be construed to establish any partnership, joint venture, or principal-agent relationship between the University and User. Neither shall use the other's name or likeness without prior
8. **Damage of University Property.** In case of damage or destruction to the property of the University due to actions, whether intentional or unintentional, by User or its employees, agents, contractors, or representatives, User will be responsible for the cost of replacing the property destroyed, or at the University’s option, for the cost of restoring the property to its original condition.

User agrees not to modify or deface the facilities of the University in any way, and understands that this provision includes a requirement that the University's permission must be granted specifically for any decorations placed on or about University facilities by User. Such permission shall not be unreasonably withheld, conditioned or delayed.

9. **Applicable Laws/Policies.** User agrees that it shall conduct no activity on the University’s premises in violation of any applicable law or in violation of any University regulation or policy, or in opposition to any reasonable direction that may be issued from time to time by the University Administration. User employees, representatives, contractors, and assigns must adhere to all fire and safety codes and regulations.

10. **Publicity.** User shall not use the name or logo of the University in any advertising or public relations material without the advance written consent of the University.

11. **Ejection.** The University reserves the right to eject any objectionable person or persons from the University premises at all times, including periods when the facility/real property is provided to User pursuant to this Facilities Use Agreement.

12. **Delay of Performance.** The University shall have no liability for any failure to perform or delay in performance due to any circumstances beyond its reasonable control, such as but not limited to fire, flood, work stoppage or strikes, loss of the use of a building or buildings due to construction or maintenance, acts of God and the like.

13. **Assignment.** Except with the advance written consent of the University, User may not assign its rights or obligations hereunder.

14. **Modification.** No changes shall be made in any of the terms of this Agreement without the prior written consent of both parties and with the same formality as this original Agreement.

15. **Controlling Law.** This Agreement shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of law provisions) and the decisions of the Pennsylvania courts. User consents to the jurisdiction of any court of the Commonwealth of Pennsylvania and any federal courts in Pennsylvania, waiving any claim or defense that such forum is not convenient or proper. User agrees that any such court shall have in personam jurisdiction over it and consents to service of process in any manner authorized by Pennsylvania law.

16. **Non-Waiver.** The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights, nor shall the same be deemed to be a waiver of any subsequent breach, either of the same provision or otherwise.

17. **Binding Effect.** This Agreement shall not be binding and shall have no legal force or effect until the review and approval of the Office of University Legal Counsel of the State System of Higher Education and of the Offices of Attorney General of Pennsylvania are obtained.
18. **Severability.** If any provision of this Agreement shall be determined to be void, invalid, unenforceable or illegal for any reason, it shall be ineffective only to the extent of such prohibition and the validity and enforceability of all the remaining provisions shall not be affected thereby.

19. **Entire Agreement.** This Agreement contains the entire agreement between the University and User regarding the Program and supersedes all prior oral or written agreements or understandings.

20. **Termination.** Either party may terminate this Agreement upon **sixty (60)** days written notice to the other party. Notice shall be deemed received when deposited into the custody of the U.S. Postal Service, postage prepaid.

21. **Notices.** Any notice to either party hereunder must be in writing signed by the party giving it, and shall be served either personally or by registered or certified mail addressed as follows:

   **University:**  
   Vice-President, Finance and Administration  
   401 N. Fairview Avenue  
   Lock Haven University  
   Lock Haven, PA 17745  

   **User:**  
   ___________________________(organization)  
   ___________________________(name/title)  
   ___________________________(address)  
   ___________________________(city/state/zip)  
   ___________________________(phone)  
   ___________________________(email)  

   or to such other addressee as may be hereafter designated by written notice which must be delivered and received at its place of business during regular business hours.

22. This Agreement shall be binding upon the parties hereto, their successors, and assigns.

   IN WITNESS WHEREOF, the parties hereto, have caused this Facilities Use Agreement to be executed by their respective officers the date and year hereinabove mentioned.

   **For** (organization __________________________)  
   ___________________________Name  
   ___________________________Title  
   ___________________________Date  
   Approved for form and legality:  

   ___________________________University Legal Counsel  
   ___________________________Date

   **For** Lock Haven University:  
   ___________________________William T. Hanelly, Vice-President,  
   ___________________________Finance and Administration  
   ___________________________Date

   Approved for form and legality:  

   ___________________________Office of Attorney General  
   ___________________________Date

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Rider A – Staff Code of Conduct

Authorized adults or program staff should be positive role models for minors and act in a caring, honest, respectful, and responsible manner that is consistent with the mission of Lock Haven University. Authorized adults or program staff are required to comply with all applicable laws, Pennsylvania State System of Higher Education Board of Governors’ policy, and university policy. Authorized adults or program staff working in programs covered by this policy must follow these expectations to avoid conduct that could cause harm or be misinterpreted.

a. Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such material to minors.

b. Do not engage or allow minors to engage you in romantic or sexual conversations or related matters. Similarly, do not treat minors as confidantes; refrain from sharing sensitive personal information about yourself. Examples of sensitive personal information that should not be shared with minors are information about financial challenges, workplace challenges, drug or alcohol use, and romantic relationships.

c. Do not touch minors in a manner that a reasonable person could interpret as inappropriate. All personal contact should generally only be in the open, and in response to the minor’s needs, for a purpose that is consistent with the program’s mission and culture, or for a clear educational, developmental, or health-related purpose (e.g., treatment of an injury). Any refusal or resistance from the minor should be respected.

d. Do not use harassing language that would violate Board of Governors’ Policy 2009-03: Social Equity, or university harassment policies.

e. Do not be alone with a minor. If one-on-one contact is required, meet in open, well-illuminated spaces or rooms with windows observable by other authorized adults or program staff, unless the one-on-one contact is expressly authorized by the program administrator or is being undertaken for medical care.

f. Do not meet with minors outside of established times for program activities. Any exceptions require written parental authorization and must include more than one authorized adult or program staff.

g. Do not invite individual minors to your home or other private locations. Any exceptions require authorization by the program administrator and written authorization by a parent/guardian.

h. Do not provide gifts to minors or their families independent of items provided by the program.

i. Do not engage or communicate with minors except for an educational or programmatic purpose; the content of the communication must be consistent with the mission of the program and the university.

j. Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including, but not limited to, verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a minor or other minors from harm, all incidents must be documented and disclosed to the program administrator and the minor’s parent/guardian.

k. Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty, or in the presence of minors involved in a program, or when responsible for a minor’s welfare.
1. Do not provide alcohol or illegal substances to a minor.

m. Do not provide medication to a minor unless authorized by the program’s medication management guidelines.

n. When transporting minors, more than one authorized adult or program staff from the program must be present in the vehicle, except when multiple minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible and comply with the program’s transportation guidelines.
PERMISSION FORM

To whom it may concern:

I give permission for my (daughter/son) ____________________________ to stay at Lock Haven University overnight in a room with (LHU student) ____________________________ in (room) _____ in (residence hall) ____________________ from (date) __________ to __________.

Please feel free to contact me anytime if you have any questions in regards to this visit to campus.

Thanks!

______________________________
Parent’s Name/Signature

______________________________
Contact Phone Number

If student is a recruit please complete following:

______________________________  ______________________________
Sport  Coach’s signature

Updated 10/5/14 ALC
HEALTH FORM
(This form must be filled out by every minor attending our camp.)

Name: ___________________________________________________________________________________

Last                                                                                        First
Middle Initial

Address: __________________________________________________________________________________

Number and Street
City                                                                                       State

Date of Birth: ___________________ Age: _____ Sex: ______  Grade: ______
Parent/Guardian Name: ________________________________ Relationship: _______________________

Home Phone No.: (________) ___________ Work Phone No.: (________) ___________

If not available in an emergency, notify:
1. __________________________________________ Phone No.: (________) ___________
2. __________________________________________ Phone No.: (________) ___________

Health History: (Check, giving approximate dates)
Allergies: ________________________________ Other: ________________________________

Other: ________________________________ Other: ________________________________

Other: ________________________________ Other: ________________________________

Other: ________________________________ Other: ________________________________

Current Medications:

Name                               Dosage             Frequency                                      Reason

___________________________________

___________________________________

___________________________________

___________________________________

Last Tetanus Shot: ____________________

Operations or Serious Injuries (and dates): __________________________________________

________________________________________________________________________________

________________________________________________________________________________

Chronic Recurring Illnesses or Athletic Injuries (and dates): ____________________________

________________________________________________________________________________

________________________________________________________________________________

PLEASE COMPLETE THE OTHER SIDE OF THIS FORM!
MEDICAL INSURANCE INFORMATION

This section must be completed before the camper will be allowed to participate in camp activities.

Insurance Company: ________________________________________________________________

Insurance Company Phone Number: __________________________________________________

Policy Number: ________________________________________________________________

Parent/Guardian Signature: _______________________________________________________

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THIS SECTION IS TO BE COMPLETED ONLY FOR THOSE CAMPERS THAT DO NOT HAVE MEDICAL INSURANCE:

In the event there is no medical insurance, Lock Haven University Foundation requires that parents/guardians agree to incur the cost of medical expenses of their child. If there is no medical insurance, please complete the section below:

I, __________________________ agree to be financially responsible for all medical costs incurred by my child, __________________________ at Lock Haven University Foundation Camps.

Parent/Guardian Signature: _____________________________________________________

A Note to Parents/Guardians Without Medical Insurance: You MUST sign where indicated if you carry no medical insurance on the camper. Those without a signature will be returned, and registration will be held until a signature is obtained.

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PARENT’S AUTHORIZATION

Liability Release: I, the undersigned, individually and as a parent/guardian of the camper named on the front of this form, a minor, ask that he/she be admitted to participate in the sports camp sponsored by the Lock Haven University. I do hereby agree to release, discharge and hold harmless Lock Haven University, Lock Haven University Foundation, their owners, agents and employees of and from all causes, liabilities, damages, claims or demands whatsoever on account of any injury or accident involving the said minor arising out of the minor’s attendance at the sport camp or in the course of competition and-or activities held in connection with the sport camp.

This health history is correct as far as I know, and the person herein described has permission to engage in all prescribed camp activities.

I give full permission to the camp to medically treat my child. In the event I cannot be reached in an EMERGENCY, I hereby give permission to the camp medical personnel to administer medication. I also give permission to the physician selected by the camp director to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child as named above.

Parent/Guardian Signature: __________________________ Date: ______________________

A Note to All Parents/Guardians: You MUST sign and date where indicated. Those without a signature will be returned, and registration will be held until a signature is obtained.
Fire Evacuations

Evacuation Procedures – Building Evacuations

• If you see a fire or other emergency requiring people to leave the building immediately, activate the building alarm.
• Do not delay your exit to look for keys, coats or personal belongings. Seconds count – get out right way.
• When the building alarm sounds, walk quickly to the nearest marked exit.
• Know the location of the nearest fire exit and have an alternate exit pathway identified if your primary exit is blocked by smoke or flame.
• When evacuating rooms, close the door to confine the fire and reduce oxygen, but do not lock the door behind you.
• If possible, assist individuals with disabilities in exiting the building.
• Do not use the elevator.
• Once outside, move a safe distance away from the building (at least 100 feet); do not block emergency responders as they enter the building.
• Do not return to an evacuated building until the all clear sign is provided by the Fire Chief, a Police Officer, the Environmental Health and Safety Director, or other official.
• If your building has established a designated assembly point, go there and stay at the assembly point until a head count is taken.

What To Do If You Are Trapped In The Building

• Feel the door and doorknob, if hot do not open the door.
• If the door and doorknob are not hot, open the door a crack. If you see large amounts of smoke, close the door.
• Place a wet towel or cloth underneath the door to try to stop some of the smoke from entering the room. Stay low to the floor.
• Do not try to leave your room.
• NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.

NOTE: If there is no window stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

Individuals With Disabilities and Fire Safety

• In the event of a fire or other emergency that requires the evacuation of the building, individuals with disabilities on the upper floor of buildings should move to the stairwells and remain there until rescue assistance arrives.
• These individuals may also have pre-arranged provisions for getting assistance to get down the stairs.
• Do not attempt to use the elevators during a building evacuation.
• Any individual in a residence life building who has a hearing disability can request a strobe light in their room. Contact Student and Residence Life staff to request a strobe light.

Any individual with a disability who requires an accommodation relating to fire safety (strobe Light) should contact Facilities Management.
Evacuation Procedures – Persons With Disabilities

People Who Are Mobile

- Persons who can evacuate with little or no assistance should be directed to the nearest exit.
- People with visual disabilities will hear the sirens warning them that they need to evacuate. Do not assume that a visually impaired individual needs assistance; ask them if they need help finding their way out of the building.

People with hearing impairment will see the strobe lights indicating the alarm has activated and they need to evacuate the building.

People Who Are Not Mobile or Trapped on Upper Floors of Buildings

- If there is a fire, the elevators will not work. The person should be directed to a stair tower. There, evacuation and rescue will be provided by emergency responders such as the Lock Haven Fire Department.
- If another person can wait with the person who is mobility impaired, in the stair tower, until rescuers arrive, that is helpful.
- It is imperative that someone communicate to the arriving rescue personnel, the locations of all people with disabilities in the building and their exact location.
- Firefighters and emergency personnel will prioritize these areas for rescue operations. In ideal situations, one or more people exit the building and find emergency responders to communicate this information, while another individual waits with the mobility impaired person in the stair tower.
- If an immediate evacuation is necessary, the person with a mobility disability may not be able to wait for rescue by emergency responders. In this situation, it is best to ask the person with the disability how best to aid them and effect the evacuation. Some persons may need to be carried, while others may need assistance walking. This should always be a last resort when an immediate threat is determined to be present.
- Persons with disabilities, especially mobility disabilities, like all students and employees, need to be familiar with the location of primary and back up exit pathways, elevators, stair towers, etc.
- Some people with disabilities, especially students, make prior arrangements to have friends come and assist them if they are on the top floors of buildings, in the event of a fire or emergency. This practice is encouraged.

Fire Evacuation – Helpful Tips

- Become familiar with the layout of your building.
- Locate the nearest exit to your work area.
- Familiarize yourself with how you will reach that exit in case of an emergency. Know how you will exit the building before an emergency occurs.
- Familiarize yourself with the locations of fire alarm pull boxes and fire extinguishers in your work area and in our building.
- The most important thing to do in the event of a fire is to get out of the building and get help.
- Crawl along the floor if necessary to stay below the heat and flames at the ceiling.
- Always leave the building by the nearest exit.
Authorized adults or program staff should be positive role models for minors and act in a responsible manner. It is expected that all authorized adults and program staff will adhere to the below expectations.

A. Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such material to minors.

B. Do not engage or allow minors to engage you in romantic or sexual conversations or related matters. Similarly, do not treat minors as confidantes; refrain from sharing sensitive personal information about yourself. Examples of sensitive personal information that should not be shared with minors are information about financial challenges, workplace challenges, drug or alcohol use, and romantic relationships.

C. Do not touch minors in a manner that a reasonable person could interpret as inappropriate. All personal contact should generally only be in the open, and in response to the minor’s needs, for a purpose that is consistent with the program’s mission and culture, or for a clear educational, developmental, or health-related purpose (e.g., treatment of an injury). Any refusal or resistance from the minor should be respected.

D. Do not use harassing language that would violate Board of Governors’ Policy 2009: Social Equity, or University harassment policies.

E. Do not be alone with a minor. If one-on-one contact is required, meet in open, well-illuminated spaces or rooms with windows observable by other authorized adults or program staff, unless the one-on-one contact is expressly authorized by the program administrator or is being undertaken for medical care.

F. Do not meet with minors outside of established times for program activities. Any exceptions require written parental authorization and must include more than one authorized adult or program staff.

G. Do not invite individual minors to your home or other private locations. Any exceptions require authorization by the program administrator and written authorization by a parent/guardian.

H. Do not provide gifts to minors or their families independent of items provided by the program.

I. Do not engage or communicate with minors except for an educational or programmatic purpose; the content of the communication must be consistent with the mission of the program and the University.

J. Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including, but not limited to, verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a minor or other minors from harm, all incidents must be documented and disclosed to the program administrator and the minor’s parent/guardian.

K. Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty, or in the presence of minors involved in a program, or when responsible for a minor’s welfare.

L. Do not provide alcohol or illegal substances to a minor.
M. Do not provide medication to a minor unless authorized by the program’s medication management guidelines.

N. When transporting minors, more than one authorized adult or program staff from the program must be present in the vehicle, except when multiple minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible and comply with the program’s transportation guidelines.

Violations of any of the forgoing shall be reported to the program administrator.
Code of Conduct for Participant

Participant

It is expected that all participants in any University or non-University sponsored program, activity, or service will conduct themselves in a polite, respectful manner and will adhere to all University rules as follows.

a. The possession or use of alcohol and other drugs, fireworks, guns and weapons is prohibited.
b. The use of skateboards is prohibited.
c. No violence, including sexual abuse or harassment, will be tolerated.
d. Hazing, bullying, and cyber bullying will not be tolerated.
e. All curfews, if applicable, will be followed.
f. Misuse or damage of University property is prohibited.
g. All minors will be accompanied by another minor at all times. This is the buddy system.
h. Participants in an overnight program are not permitted to be housed in the same room with an adult unless the person is the minor’s parent or legal guardian.
i. Minor participants may only be housed with a participant of the same sex.
j. No minor will be housed in a room alone.
k. Smoking is prohibited in all University buildings.
l. The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
m. Profanity is prohibited.
n. When crossing streets, only cross in the designated crosswalks.
o. Only use the building designated by your program supervisor or staff.
p. If you are hurt or injured, immediately report your injury to the program supervisor or staff.
Lock Haven University

Photo Release Form

The undersigned agrees to give permission to Lock Haven University to use his/her photograph for the purpose of publicizing the University in either general University promotions, which could include the University Web site; publications which include the print admissions package, brochures, magazines, video, television, newspaper, newsletters, and/or publications that may act as fundraising ventures for University clubs/organizations. The photo will most likely not contain a caption identifying any individuals, although one may occasionally accompany the picture.

____________________________________________________
Signature of Individual to be photographed

Date

____________________________________________________
Print Name of Individual to be photographed

____________________________________________________
Signature of parent if Individual is under 18 years of age

Date