



Risk Management

Information for Non-LSU Programs

I. General Information

All programs involving minors operated by an Non-LSU party operating in seeking to utilize any LSU facility, property, or other controlled areas for a program or activity and minors are physically present must ensure that their program is operated in consistent with the Permanent Memorandum- 16 including the requirements for program registration, insurance, training, and background checks.

II. Campus-Use Agreement

All non-LSU programs covered by PM-16 must request and execute the LSU Youth Program Campus-Use agreement agreeing to comply with the policy and its component including but not limited to program registration, insurance, training, and background checks.

III. Insurance for Non-LSU Programs

The University requires non-LSU programs hosting event or activities on campus using the University facilities and/or grounds to maintain the insurance limits to protect the University financial interest. Youth Programs include but are not limited to:

- Athletic sports camps
- Day Camps
- Alumni Weekend Activities
- Workshops
- Academic Camps
- Mentoring Programs
- Academic Competition
- 4-H Programs
- Field Trips
- Conferences
- Research Activities
- Campus Tours

Minimal Insurance Requirements

<u>Commercial General Liability</u>	
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$1,000,000
Each Occurrence Limit	\$1,000,000
Personal/Advertising Injury	\$1,000,000
Damage to Rented Premises	\$50,000
Medical Payments (Any One Person)	\$5,000
Liquor Liability, if applicable	\$1,000,000
Automobile liability	A combined single limit of \$1,000,000
Workers' Compensation, if applicable	
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000

IV. Certificate of Insurance

Non-LSU Programs must provide a certificate of insurance which details the coverage of their program when registering.

V. Program Registration and Approval

Registration: All non-LSU youth programs must be registered and approved by LSU Office of Risk. Registration shall be completed annually, at least 30 days prior to the start of the program.

Programs can register using one of the following-options:

1. [The non-LSU program registration form](#)
2. Approval: Programs must be approved by the Campus Administrator prior operating on LSU's campus. Programs will be notified of approval via email.
3. All non-approvals can be appealed by contacting the Campus Administrator at youthprotect@lsu.edu

VI. Training

Non-LSU youth programs must ensure all adults working in non-LSU youth program operating on LSU's campus has complete the Basic Training for adults working in Youth Programs.

The training must be completed on annual basis prior to the adult working in the non-LSU youth program.

Programs have the option to institute any additional trainings as desired.

Programs **must** agree to comply with background check requirements via the Youth Program facility-use agreement and background/training certification statement

VII. Background Checks

General: non-LSU programs shall ensure that background checks are completed in accordance with all applicable Federal, State local laws, LSUFASOP: HR-04, and all other LSU policies