

## **INSTRUCTIONS FOR USING UNIVERSITY SAN FRANCISCO RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT**

The attached template is provided for use by the University of San Francisco in connection with activities sponsored by or affiliated with the university.

**How to Use This Template Agreement.** Edit the form using the instructions below to tailor the agreement to the specific activity and its specific risks.

The “**Activity**” Section must include a detailed description of the activity. The description does not need to list every aspect, task, or specific activity that will take place, but it should provide enough detail to put the participant on notice about the nature and types of conduct they will be participating in. If travel or overnight stay/lodging is involved, this information must be included in the activity description. If the activity is tied to a course, please include course name, semester, and year.

The “**Activity Date(s) and Time(s)**” Section must include information about when the activity will take place. If the Activity will take place over the course of multiple days, but only during select times during those days, provide that level of detail (i.e., Tuesday, January 2 from 8am to 5pm and Wednesday January 3 from 8am to 12pm). If the activity includes an overnight stay or constant presence over the course of multiple days, include that information (i.e., Tuesday January 2 from 8am through Wednesday January 3 at 12pm).

The “**Activity Location(s)**” Section must identify all locations where the activity will take place/occur and, if applicable, information regarding travel (i.e. starting point, destination, and mode of travel).

The “**Description of Risks of Activity**” Section in the “Assumption of Risk” paragraph must include the types of activities, conduct, and/or events that are specific to the Activity which create a risk of injury to the participant, **including risk of exposure to COVID-19.** For example, for Activities involving athletic or physical activity, the physical actions related to the sport/activity should be described; for Activities involving interactions with animals, the risks of injury associated with interaction with the particular animal(s) should be described; for Activities involving exposure to the elements, equipment, and/or hazardous materials, the risks associated with such exposure should be described. For Activities that do not pose any particular/specific harm (for example, a writing workshop where participants will be seated in a classroom for the duration of the Activity), this section should describe the activity generally (i.e., “participation in instruction in a classroom environment”).

**If you have any questions regarding whether you should be using this release or need assistance filling out the release, please contact Risk Management at (415) 422-5899 or [mddiaz2@usfca.edu](mailto:mddiaz2@usfca.edu).**