

## OUTSIDE GROUP PROTECTION OF MINORS: SPACE RESERVATION FORM

[Outside Groups](#) and Independent RSOs that use property owned or controlled by the University for events or activities are subject to requirements applicable to Outside Groups under the University Protection of Minors Policy. The Protection of Minors Policy requires Outside Groups that conduct events/or activities where Outside Group individuals have **direct contact with minors**, to complete criminal background and sex offender registry checks for those individuals. An Outside Group includes *Independent Recognized Student Organizations* and *external groups that rent or use University space*.

STEP ONE: Outside Group Determines if the Event/Activity includes Direct Contact with minors as defined in the University Policy.

DIRECT CONTACT occurs when individuals, on behalf of the OUTSIDE GROUP, have:

- Direct interaction, care, supervision, guidance, and/or control of minors at the EVENT; OR
- Access to minors where one-on-one contact with minor is possible at the EVENT; OR
- Authorized access to facilities/property for event/activity where minors are present at the EVENT (e.g. issued a key or similar access); OR
- Unchaperoned time in facilities/property where minors are present at the EVENT.

Direct Contact DOES NOT occur if a *chaperone* is present. A *chaperone* must be a parent/guardian (or parental designee) of a minor or an Outside Group individual who has completed a background check and is present at all times during the event or activity. Each Outside Group determines how to appoint chaperones for their Event. Please see examples on reverse side of Form for additional information. If you have questions regarding if your event includes Direct Contact with minors, please visit [IllinoisState.edu/ProtectionofMinors](http://IllinoisState.edu/ProtectionofMinors) or call 309-438-1900.

**DOES YOUR OUTSIDE GROUP ACTIVITY / EVENT INCLUDE DIRECT CONTACT  
(AS DEFINED ABOVE) WITH MINORS?**

YES ☐ NO ☐

If answer is YES, OUTSIDE GROUP must complete SECTION TWO AND COMPLETE ALL REQUIRED BACKGROUND CHECKS FOR INDIVIDUALS that have **direct contact** with minors on behalf of the Outside Group at the Outside Group Activity/ Event.

If answer is NO, sign below and SUBMIT with Facilities Use Agreement. I agree to abide by all requirements of the University Protection of Minors Policy and certify the OUTSIDE GROUP Activity / Event does not include **direct contact** with minors.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

### SECTION TWO: DIRECT CONTACT ACTIVITY/EVENT BACKGROUND CHECK REQUIREMENTS:

[Outside Group](#) agrees to abide by all University Protection of Minors Policy requirements, including requirements to:

- Complete a background check for each employee and volunteer working at the event/activity that includes:
    - A search of a national criminal database that includes, but is not limited to at least 7 years of information, including felony, misdemeanor and other infraction information.
    - A name check of the national Sexual Offender Registry and a check of the Illinois Sex Offender Registry.
    - A check of the Murderer and Violent Offender Against Youth Registry.
- INFORMATION ON BACKGROUND CHECK PROVIDER RESOURCES [HERE](#).

- **Independent RSOs must agree to purchase Special Event Insurance Coverage as determined by University Risk Management.** All other Outside Groups must agree to procure and maintain during the terms of the agreement, General Liability insurance in a minimum amount of \$1,000,000 per occurrence and name the Board of Trustees of Illinois State University as additional insured. Insurance coverage must have a B+:VI or better rating in the current edition of Best's Key Rating Guide. Outside group shall evidence coverage by directing their Agent, Broker, or Insurer to send Certificate of Insurance (COI) to ISU Representative. COI shall specifically state that sexual molestation is not excluded from full coverage amount. Exceptions to the insurance limit requirements outlined may be approved by University Risk Management on a case by case basis. Please contact University Risk Management at 309-438-1900 with questions.
- To comply with the requirements of all applicable laws, including the Fair Credit Reporting Act, when completing a background check. Outside Group agrees it shall not use the background check information for any other purpose, other than those purposes authorized by the Agreement;
- To release acquit and forever discharge Illinois State University, its Board of Trustees, officers, employees, agents and representatives from any and all claims may be incurred arising out of, or in any way connected to the Activity/Event.

University shall:

- Reserve the right to cancel the event and immediately terminate the Agreement without penalty to University for any violation of the Background Check Terms by the Outside Group.
- Not be responsible for damages to the Outside Group for delays, or costs increased/incurred due to the Outside Group's failure to ensure completion of a required background check.

Outside Group agrees and acknowledges all terms and conditions.

\_\_\_\_\_  
Authorized Outside Group Signature

\_\_\_\_\_  
Date