



Facilities Use Agreement

Required Rider for Programs Involving Minors

Fordham University is committed to providing a safe environment for all who use its campuses. Outside organizations that operate programs involving minors on Fordham's campuses are responsible for the health and safety of the children participating in those programs and have a special responsibility to take all steps necessary to protect them from harm.

_____ ("Name of Organization – Licensee") acknowledges that it has a license to use space and facilities on the University's campus for the purpose of hosting _____ ("Program") which will take place on _____ (enter dates) and that said Program will involve minors. Therefore, Licensee agrees to the following:

1. Licensee acknowledges and agrees that, prior to the beginning of the Program, it will obtain written acknowledgment from all participants and their parents and/or legal guardians that permission has been granted to participate in the Program that is supervised, affiliated, and operated solely by the Licensee.
2. Licensee will take all necessary and legally required steps to monitor, train, and supervise any and all the Program staff, volunteers, and invitees.
3. Licensee has and will maintain all appropriate licenses and certifications required for the proper operation of the Program.
4. Licensee agrees that it will take all necessary steps to protect the participants of the Program, including special measures that may be required for the protection of minors, including, but not limited to, the following:
 - a. Conduct proper background checks of all Program staff and volunteers, including criminal conviction and sex offender registry checks.
 - b. Provide adequate adult supervision for Program participants at all times, including participants' arrival and departure from campus.

- c. Comply with all relevant University rules and regulations and all federal, state, and local laws governing the supervision, protection, and treatment of minors, including the prompt reporting of any suspected or actual instances of mistreatment or abuse.
 - d. Promptly remove all Program participants who are disruptive, violent, or otherwise in violation of the University Code of Conduct, or other rules of the Program or the University.
 - e. In the event of a campus or other emergency, Licensee has developed an appropriate emergency plan to protect participants in the Program, and will cooperate in all respects with University officials during such emergencies.
5. The University has the absolute right to revoke this license, and cancel or postpone the Program where it has, in its sole judgment, a basis to believe that an instance of harassment, abuse, or other mistreatment may have occurred.
6. Additional Insurance Requirement – In addition to the insurance coverage that Licensee agrees to procure and maintain as required in section 4C of the Facilities Use Agreement, Licensee will, at its own expense, procure and maintain the following coverage:

Sexual Assault, Abuse, and Molestation Liability Insurance that covers and includes minors with a minimum required coverage of \$2,000,000 limit per occurrence. The University shall be named as an additional insured. A certificate evidencing such insurance shall be delivered to the University prior to Licensee's activities and use of the license space, it shall name the University as an additional insured, and it shall provide that the policy shall not be terminated, cancelled, or materially altered for any reasons without a least ten (10) days' prior written notice thereof to the University. Licensee's insurance shall be considered primary to any similar insurance carried by the University.

I am the authorized Program Administrator, and I have read and agree to the requirements set forth in this Rider and the attached summary of "Resources for the Protection of Minors and Program Participants". I will inform all Program staff, volunteers, and other participants about these important requirements and will instruct them to **promptly** notify the University and other appropriate authorities of any concern, event, or other action that may put at risk any individual or group of individuals.

Licensee

BY: _____

Print Name: _____

Title: _____

Date: _____

Resources for the Protection of Minors and Program Participants

Fordham University is committed to providing a safe environment for all who use its campuses. Individuals and groups that are responsible for the health and safety of children have a special responsibility to take all steps necessary to protect them from harm. It is therefore essential that we act immediately in suspected cases of harassment or abuse, including sexual abuse or child abuse. If you witness any circumstances that may lead you to believe that such activity may be occurring, please take one of the following steps:

- If you require immediate emergency assistance, **dial 911** to connect you to local police.
- For on-campus assistance, call **Fordham University Department of Public Safety at 718-817-2222**.
- In New York State, like most other jurisdictions, you may report suspected abuse of children anonymously. This can be done by calling the **Statewide Central Register of Child Abuse and Maltreatment at 1-800-342-3720**. Some individuals, such as teachers and healthcare professionals, are required to report such suspected activity.

The most important responsibility is to take action immediately. While this is an extraordinarily difficult and serious task, not reacting quickly and responsibly puts the welfare of others at risk.

Other Resources:

NYS Office of Children and Family Services -
<https://ocfs.ny.gov/programs/prevention/resources.php>

NYC Administration for Children's Services – <https://www.nyc.gov/site/acs/child-welfare/keeping-children-safe.page>

National Children's Alliance NY Chapter – <https://www.nyschildrensalliance.org/>