

## FINANCE GUIDELINES

Insurance  
Rev 01/01

07.109.01

### RELEASE FOR FIELD TRIP OR ACTIVITY

A waiver/release does not release the College from all liability (i.e. gross negligence). However, it should always be used when we are having people participate in activities that have a higher than normal (what is the usual risk experienced in normal day to day activities) level of risk of injury to themselves or others. With a release the participants are formally made aware of the increased risk to themselves or increased effort required that might result from participation. Therefore the participants can (or may) be held to a different (higher) level of responsibility for themselves and those around them, if an accident happens through no real fault of anybody.

Releases are not always successful, because a court would look to see if the RELEASE was reasonable. Courts scrutinize releases very carefully because they run against the general legal doctrine that a person/college has a duty to act reasonably and responsibly under the conditions of the activity and this duty cannot be contracted away.

#### THE COLLEGE'S GUIDELINE:

When students or guests of the college are participating in field trips or special activities a RELEASE FORM must be used. All participants in an activity must sign and return a release before the activity takes place. The college department and/or employee who has responsibility for the activity must keep the signed releases as part of the records for that class or activity. All records of a field trip or activity should be kept for a minimum of three years after the activity has taken place or three years after the complete resolution of any incident which may have occurred during an activity or field trip. In case of an accident it will be necessary to provide copies of signed releases to insurance companies.

Attached find a sample format to use in preparing a release for a particular activity. NOTE that before using this SAMPLE FORM a description of the activity for which it is to be used must be added. The description of the activity must identify any special risks which would be associated with the activity or field trip. If attachments to the release are used make reference to the attachments in the release.

If a class has regular planned field trips or activities as part of the class content, it would be appropriate to develop a single blanket release which would cover all of the expected activities for the entire semester. However, any special activity not specifically covered in a blanket release would require a separately signed release.

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## **Allegany College of Maryland** RELEASE FORM - FIELD TRIPS AND SPECIAL ACTIVITIES

### Statement of Release

**Activity:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

I request permission for myself or my legal dependent to participate in this activity. I understand the nature of this activity including the risks and any requirements or instructions which have been provided. I understand that if I am under a physician's care or I am aware of any health issue, I should obtain my physician's approval before participating. I release Allegany College of Maryland and its employees from liability and responsibility and take full responsibility for personal injury or damage to property that results from an accident or from my own negligence while participating in this activity. I assume liability and responsibility for my own actions while participating. It is understood that neither Allegany College of Maryland nor employees of Allegany College of Maryland will assume liability for injury or property damage at any time during this activity.

Should I or my legal dependent become injured during this activity my permission is given to provide or obtain necessary medical attention.

**Description of Activity: YOU DESCRIBE THE ACTIVITY HERE**

1. Note any special risks
2. Note any attachments

**Participant Name (Print)** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
Participant

If participant is under 18 years of age:

Parent/Guardian Name (Print) \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
Parent or Guardian