Off-Campus Event Guidelines

The purpose of the Off-Campus Event Guidelines is to promote a safe and organized off-campus experience for Westminster’s Recognized Student Organizations. Please read the following guidelines and procedures carefully.

Definition of an Off-Campus Event: Any activity or travel that takes place beyond University locations, facilities, or geographic boundaries, and is directly related to the mission, activities, and/or requirements of the Recognized Student Organization. This definition excludes commutes between Rider University facilities or locations.

All SGA/RSO events, whether they be on- or off-campus, must be registered with the Associate Dean of Students Office by completing the Student Event Registration Form and meeting with the Assistant Dean of Students to discuss event logistics.

Unless otherwise determined by the Assistant Dean of Students (or designee), the following guidelines must be adhered to for off-campus events:

- The RSO’s Adviser, or agreed upon designee (Event Adviser), must accompany the event participants to the off-campus location for the duration of the event.
- Automobile transportation to events must be in the form of University vehicles (i.e., Campus Life or Athletics Vans driven by students/staff that have passed the certification test) or rented vans/buses. If personal vehicle use is permitted, the owner and/or driver of the vehicle will assume responsibility for themselves and the passengers of the vehicle under their own personal insurance.
- All event participants must complete and sign an Assumption of Risk form prior to boarding vehicles for the event.
- An RSO representative must provide Public Safety with the following information prior to leaving campus for the event:
  - Event Information: Sponsoring RSO, Event Title, Event Location, Event Date, Time of Departure from campus, Time of Arrival back to campus.
  - Participant Information: A list of all participants with Emergency Contact information (you may photocopy the Assumption of Risk forms for Public Safety)
  - Contact Information: The cell phone numbers of the Event Adviser and RSO Representative.

Other specific requirements or adjustments to these guidelines based upon the nature of the off-campus event may be discussed during an RSO’s meeting with the Assistant Dean of Students.