

# Third-Party Activity on UF Property

The third-party activity on UF property checklist is a guide for departments/units who permit third-party groups to utilize UF property for activities involving minors. The non-UF youth activity is not hosted, operated, conducted, sponsored, or organized by the university, its DSOs, or its affiliate entities. Third-party activities involving minors on university property must be authorized by appropriate department/unit leadership prior to accepting reservations.

Third-Party Activities on UF Property: Any activity involving minors on university property that is hosted, operated, conducted, sponsored, or organized by groups or individuals not affiliated with the university, its DSOs, or its affiliate entities.

Care, Custody, or Control: non-UF youth activity hosted, operated, conducted, sponsored, or organized by a third-party. Supervision provided by third-party group. This means the university, its DSOs, or its affiliate entities will not provide supervision of minors.

## Checklist

### **Use of Space Agreement Events with Minor Participants Addendum**

### **Mandatory Reporting of Child Abuse**

Use of Space Agreement Events with Minor Participants Addendum: Agreement for conference services and facility use between a department/unit and third-party group utilizing UF property for activities involving minors. The agreement must be approved by General Counsel, an approved Use of Space Agreement can be located on the Youth Compliance web page.

Department/Unit:

- Provide and collect the [Use of Space Agreement and Events with Minor Participants Addendum](#) from third-party groups. DSOs and affiliate entities consult with legal counsel for most recent agreement.

Third-party groups hosting activities involving minors must adhere to all components of the Use of Space Agreement and Events and Minor Participants Addendum including but not limited to:

- Collect the [Non UF Youth Activity Parental Consent Waiver \(Third Party Users\)](#) for each minor participant attending the event. The third-party group is responsible for maintaining the forms for a minimum of five years and provide to the university, its DSOs, and its affiliate entities upon request.
- Individuals providing care, custody, or control of minors must be present throughout the entire activity to provide supervision.
- One-on-one interactions are prohibited between adults and minors.
- Adhere to mandatory reporting of child abuse, abandonment, and neglect as required by state law.
- The university recommends third parties follow established industry standards and best practices regarding minimum supervision ratios, safety, and security of minors throughout the entire activity.
- Adhere to all laws, including summer camp background screening requirements. UF Human Resources will not facilitate background screening services on the behalf of third-party groups.

Mandatory Reporting of Child Abuse: Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare is a mandatory reporter under s. 39.201.

- The role of a reporter is to simply report. Do not attempt to verify or investigate the allegations.

**Report abuse to the Department of Children and Families (DCF)**

Immediately report the abuse to the DCF via one of the following methods:

- a. Telephone: 1-800-962- 2873 (24-hour hotline)
- b. Fax: 1-800-914-0004
- c. TTY: 1-800-955-8771 or 711 (Florida Relay)
- d. [Online Report](#)
- e. Obtain confirmation number and email for your records

### **Helpful Resources**

[Youth Compliance Contact Form](#)

[Book a Consultation with Youth Compliance](#)

[Youth Compliance and Child Abuse Reporting Policy](#)

[DCF Summer Camp & Background Screening Information](#)