

## Third-Party Activity on UF Property

The third-party activity checklist is a guide for departments/units who permit outside 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: Supervision provided by third-party. This is a non-UF youth activity hosted, operated, conducted, sponsored, or organized by an outside group. This means the university, its DSOs, or its affiliate entities will **not** provide supervision of minors.

### Checklist

☐

**Use of Space Agreement**

☐

**Youth Compliance Trainings**

☐

**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 groups 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 website.

Department/Unit:

- Provide and collect the [Use of Space Agreement and Events with Minor Participants Addendum](#) from third-party group.

Third-party groups hosting activities involving minors on UF property must adhere to all components of the Use of Space Agreement and Events and Minor Participants Addendum and the following:

- 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 provides them to the university, its DSOs, and 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-party groups 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 checks on behalf of third-party groups.
- Include the statement below in your marketing material or parent registration process.  
*This event requires parents, guardians, teachers, chaperones, or our outside organization to be responsible for the care, custody, or control of youth participants. The University of Florida, its direct support organizations, and affiliate entities will not provide supervision.*

**Youth Compliance Trainings:** Two training courses are strongly recommended for third-party groups prior to engaging with minors.

**Course Name:** Youth Protection Training **Course Code:** YCS800

**Audience:** Required for all faculty, staff, students, and volunteers who will engage with minors on behalf of the UF enterprise.

**Course Name:** Mandatory Reporting of Child Abuse Training **Course Code:** YCS100

**Audience:** Required for administrators as defined by [BOG 3.002](#) and all faculty, staff, students, and volunteers who will engage with minors on behalf of the UF enterprise.

**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. Upon reporting child abuse, abandonment, and neglect to the DCF Florida Abuse Hotline, an Incident Report to UF Youth Compliance is required. *The role of a reporter is to simply report. Do not attempt to verify or investigate any child abuse allegations.*

**Step 1:** Report abuse to the Department of Children and Families (DCF) Florida Abuse Hotline. Immediately report the abuse to the DCF Florida Abuse Hotline via one of the following methods and provide your **email**:

- Telephone: 1-800-962- 2873 (24-hour hotline)
- Fax: 1-800-914-0004
- TTY: 1-800-955-8771 or 711 (Florida Relay)
- [Online Report](#) (professional reporters encouraged to create an account)

\*If the abuse allegation took place on UF property, please email [youth-compliance@ufl.edu](mailto:youth-compliance@ufl.edu) after reporting abuse to the DCF Florida Abuse Hotline. If an illness or injury occurs during the event, please inform [youth-compliance@ufl.edu](mailto:youth-compliance@ufl.edu).

#### **Helpful Resources:**

[Youth Compliance Contact Form](#)

[Book a Consultation with Youth Compliance](#)

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

Revised 04/25

Page 2 of 2