

**Youth Activities, Pre-Collegiate Programs and Camps at Iowa State University**  
**Third Party Youth Program Registration Form**

Please use this form to register a youth program that is operated by an individual, organization or entity external to Iowa State University (ISU) and held on ISU property. This form is to be completed by Conference Planning and Management (if the third party organization is utilizing CPM services) or by the ISU department/unit authorized to enter into a contract/facility use agreement with the third party.

**Name of Third Party Organization:** \_\_\_\_\_

**Name of Youth Program:** \_\_\_\_\_

**Name of Iowa State University Contact:** \_\_\_\_\_

*(representative of ISU department/unit issuing the Facility Use Agreement for this youth program; i.e. Conference Planning and Management, Recreation Services, Department of Residence, etc.)*

**ISU Department/Unit:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Program Description:**

**ISU facilities to be used:**

**Program start date (month/day/year):** \_\_\_\_\_

**Program end date (month/day/year):** \_\_\_\_\_

**Estimated number of youth participants/attendees:** \_\_\_\_\_

**Estimated number of youth program staff:** \_\_\_\_\_

Are overnight accommodations being provided on campus?  Yes  No

Does a Recognized ISU Student/Campus Organization play a significant role in this program?  Yes  No

If so, please indicate organization: \_\_\_\_\_

**Please note:**

- Third party provides certificate of insurance as required by contract/facility use agreement.
- The Office of Risk Management reserves the right to audit third party documentation for ISU policy compliance.

***A minimum of 30 days prior to the program start date, send the following:***

- ✓ **Third Party Youth Program Registration Form**
- ✓ **Certificate of Insurance**
- ✓ **Facility Use Agreement**

**To:**

**ISU Office of Risk Management**

**3618 Administrative Services Building, Iowa State University, Ames, Iowa 50011-3618**

**EMAIL: orm@iastate.edu**

**For assistance, call ORM at 515-294-7711**