**Process for PCCLD Participant Waivers**

In keeping with the library’s mission PCCLD provides a wide array of programs and events for the public to participant in. Certain library programs and events come with associated heightened risk of injury or illness to the participant. It is PCCLD’s intent to provide information to participants about potential risks so that they may consider such risks before voluntarily participating in the activity. PCCLD waivers will be used in all programs and activities that present a heightened level of risk for injury or illness to the participant. Participants age 18 or older may sign a waiver on behalf of their own participation. A parent or guardian must sign on behalf of any individual who is under the age of 18. PCCLD will verify the identity the parent or guardian who is signing on behalf of a minor.

**Types of PCCLD Participant Waivers**

1. Maker Participant Waiver
2. Food Participant Waiver
3. Activity Participant Waiver
4. Lock-in Permission form

**Waiver Process**

1. Waivers must be presented to participants in advance of the activity or program so they will have time to read and consider the content of the Waiver. If a participant has any concerns about signing the Waiver, the library recommends that they postpone their participation and seek legal counsel.
2. Participants who refuse to sign the waiver are not permitted to participate in the activity or program without written permission from the Executive Director or his/her designee.
3. It is the responsibility of the program facilitator to provide participants with the proper waiver form, have them complete and sign the form, verify the signer’s identification and then add their signature to the form.
4. The facilitator then sends the program sign-in sheet and all original signed waivers to the Executive Administrative Assistant (Sonya Fetty).
5. The Executive Administrative Assistant enters the waiver information into a shared Google sheet, “Waiver List 2020”. Waivers are entered and stored by year. The waivers are also scanned and saved as a shared Google Doc, named by program title and date.
6. Original signed waivers are then forwarded to the Finance Office to be stored for a period of seven years.
7. Signed Maker Participant Waivers are effective for the calendar year. Food, Activity and Lock-In forms are effective for one event only.
8. Employees can access the Waiver List and Scanned Waiver Files to verify patron waiver records.

Note: PCCLD waivers are not intended to be a waiver of the District’s protections under the Colorado Governmental Immunity Act.