

NON-TRADITIONAL LODGING - ASSUMPTION OF RISK FORM

The undersigned traveler (the “traveler”) is an employee of Miami University who has requested to stay in a Non-Traditional Lodging facility pursuant to [Miami University’s Travel Policy](#). As part of the approval process for engaging a Non-Traditional Lodging provider, the traveler must (1) read and sign this Non-Traditional Lodging – Assumption of Risk Form (this “Form”); and (2) conduct due diligence of such lodging to ensure that the accommodations are suitable and safe for the traveler’s intended purposes. To assist in the due diligence, Miami University has created the questionnaire attached to this Form.

The use of Non-Traditional Lodging involves inherent risks to the traveler’s health, safety, and security, **and such risks cannot be eliminated regardless of the care taken to avoid such injuries and losses.** These inherent risks could result in minor or serious injuries to the traveler, including death or disability, or damage to traveler’s property. Some of the inherent risks may include, without limitation, as follows:

- (a) The Non-Traditional Lodging may not have adequate and/or working smoke detectors, fire suppression systems, carbon monoxide detectors, security alarm systems, or locking doors/windows, which could result in injury or damage due to fire, gas leak, theft/robbery/burglary/other criminal conduct, etc;
- (b) The presence of dangerous, toxic, or infectious organic and inorganic materials or conditions in or around the Non-Traditional Lodging, including, without limitation, chemicals (whether for legal or illegal purposes); legal or illegal drugs or substances; contaminants in the air or water; biological or infectious waste/agents (e.g. dirty needles, blood, coronavirus, influenza, MRSA, etc.); insect, rodent, or other animal infestation; and toxic plants, molds, or fungi, all of which could cause short-term or long-term disease, illness, or other harm to traveler’s person or property;
- (c) The Non-Traditional Lodging may not have been properly cleaned, maintained, or otherwise kept in a habitable condition, which could result in minor or serious injuries to the traveler caused by slips, trips, falls, illnesses, disease transmission, and other similar injuries;
- (d) The presence of open/obvious and/or hidden defects, hazards, or dangers in and around the Non-Traditional Lodging, including, without limitation, loose hand rails, broken steps, slippery floors and surfaces, and unauthorized/unpermitted improvements or renovations, which could result in minor or serious injuries to the traveler caused by slips, trips, falls, electrocution, illnesses, and other similar injuries;
- (e) The negligent or intentional acts of (i) the provider of the Non-Traditional Lodging; (ii) those living or staying around the Non-Traditional Lodging; and (iii) other people who have stayed or are presently staying in the Non-Traditional Lodging;
- (f) The location of the lodging (e.g. the lodging being located in an unsafe neighborhood; the lodging being located in a sparsely populated area far from emergency response personnel; etc.); and
- (g) The failure of the provider of the Non-Traditional Lodging to (i) have the lodging inspected or permitted as set forth in local, state, or federal housing, zoning, and health laws or regulations; or (ii) procure and maintain appropriate insurance to cover injuries or losses suffered by the traveler while staying at the Non-Traditional Lodging.

Despite the inherent risks present in staying at a Non-Traditional Lodging, the traveler has requested permission to stay at a Non-Traditional Lodging. The traveler hereby acknowledges and understands that such activity is entirely voluntary.

IN CONSIDERATION OF BEING PERMITTED TO STAY AT A NON-TRADITIONAL LODGING, THE TRAVELER HEREBY KNOWINGLY AND VOLUNTARILY ASSUMES FULL RESPONSIBILITY FOR ANY AND ALL RISKS OR LOSSES, OR PERSONAL INJURY, INCLUDING DEATH, THAT THE TRAVELER MAY SUSTAIN AS A RESULT OF STAYING AT A NON-TRADITIONAL LODGING. THE TRAVELER HEREBY ACKNOWLEDGES THAT THE TRAVELER HAS BEEN STRONGLY ENCOURAGED TO ASSESS THE LOCATION AND QUALITY OF THE NON-TRADITIONAL LODGING, AND AGREES THAT THE TRAVELER HAS DONE SO.

Name/Description of Lodging: _____

Address of Lodging: _____

Traveler’s Printed Name: _____

Signature/Date: _____

DUE DILIGENCE QUESTIONNAIRE

Security

	Yes	No	N/A
Are police and safety services provided in the area where the lodging is located?	☐	☐	☐
Do the entrance doors to the lodging have appropriate commercial door locks?	☐	☐	☐
Is the main entrance door to the lodging monitored to prevent unauthorized access (e.g. doorman, security personnel, cameras, alarm system, etc.)?	☐	☐	☐
Are secondary entrance doors to the lodging monitored to prevent unauthorized access (e.g. security personnel, cameras, alarm system, etc.)?	☐	☐	☐
Does each sleeping area have a lockable door?	☐	☐	☐
Do the doors for each sleeping area have a peephole or some means to see who is outside of the door?	☐	☐	☐
Does the lodging have a security system?	☐	☐	☐
Is there security lighting around the outside of the lodging?	☐	☐	☐
Does the lodging have a safe for storage of valuables?	☐	☐	☐
Does the lodging have a landline telephone that may be used by guests?	☐	☐	☐
Does the lodging have Internet access that may be used by guests?	☐	☐	☐
Does the lodging have emergency power capabilities?	☐	☐	☐
Are persons not affiliated with Miami University also renting space at the lodging?	☐	☐	☐

Fire Safety

	Yes	No	N/A
Are fire and emergency medical services provided in the area where the lodging is located?	☐	☐	☐
Does the lodging have a fire/smoke detection system in each room?	☐	☐	☐
Does the lodging have a fire/smoke detection system in all common areas (e.g. hallways, kitchens, living rooms, etc.)?	☐	☐	☐
Are there fire extinguishers, and if so, are they regularly inspected?	☐	☐	☐
Is there a sprinkler system, and if so, is it regularly inspected?	☐	☐	☐

Vendor Quality

	Yes	No	N/A
Has the owner or licensor of the lodging been in the business of providing Non-Traditional Lodging for 12 or more consecutive months?	☐	☐	☐
Is the owner or licensor of the lodging rated by the Better Business Bureau or a similar organization?	☐	☐	☐
Does the owner or licensor of the lodging have consistently good reviews and references?	☐	☐	☐
Does the owner/licensor of the lodging have a cancellation policy?	☐	☐	☐
Does the owner or licensor of the lodging provide insurance covering losses suffered by guests?	☐	☐	☐

Approvals

For domestic or international travel credit workshops/non-credit programs or international academic research or other business travel

Dean

Date

Global Initiatives

Date

For domestic travel involving academic research or other business travel

Dean or Assistant Vice President

Date