



Create and Design a Waiver and Release of Liability Form

New Skills: Creating a Business Form • Changing Row Height in a Table



TASK AND PURPOSE:

Create and design a waiver and release of liability form for Skateboards, Inc. that every patron using the park will be required to sign. If the patron is under 18, a parent or legal guardian with proper ID must sign in the presence of a Skateboards, Inc. employee or the form must be notarized.



OVERVIEW:

The main purpose and function of a waiver and release of liability form is:

1. to protect the organization and its members from frivolous lawsuits.
2. to make participants aware of the risks of injury in skateboarding and/or rollerblading.



STRATEGIES AND TIPS TO CONSIDER:

1. The only graphic to be used is the Skateboards, Inc. logo (installed from the Skateboards, Inc. Resource CD).
2. Since this is a legal document, it needs to be clean, uncluttered, and easy-to-read and understand.
3. Plan carefully so this document can be kept to one page.
4. Read through all instructions before proceeding with the project.



INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.
2. Save the document as **Project W-9 Waiver and Release of Liability Form** in your “Word Projects” folder under your “Skateboards, Inc. Simulation” folder.
3. Set the page size to 8.5 inches wide x 11 inches tall with a .5 inch margin on all sides.
4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points, unless otherwise noted.
5. At the top center of the page, insert the Skateboards, Inc. logo installed from the Skateboards, Inc. Resource CD. Resize the logo so it is in proportion with the rest of your document.



Project W-9: Create and Design a Waiver and Release of Liability Form continued

6. Double-space after the logo and key the following information centered:

360 Jackson Boulevard, Rapid City, SD 57702
1-888-555-RAIL (7245)

7. Double-space and key the following information centered, 14 point, bold, all caps:

**WAIVER AND RELEASE OF LIABILITY
IF UNDER 18, MUST BE SIGNED BY PARENT/GUARDIAN
(READ BEFORE SIGNING)**

8. Double-space and key the following information as shown, left-aligned with a .5 inch tab indent at the beginning of each paragraph. Double-space between paragraphs.

I understand that skateboarding/rollerblading can be a dangerous activity and that, by participating, I am taking a risk that I may be injured.

I hereby assume all risks, even if Skateboards, Inc. employees or agents, through negligence or otherwise, are deemed liable. I hereby release, waive, and agree not to sue Skateboards, Inc., their employees or any agents, coaches, participants, sponsoring agencies, sponsors, advertisers, or others associated with the park.

I understand, consent to, and authorize, in advance, the use of my name, voice, picture or other likeness, in combination or alone, in any broadcast, telecast, print medium, advertising, promotion or other account of any and all skateboarding/rollerblading events.

I represent that my minor child is/or I am in good physical condition to participate in the programs and activities without jeopardizing our health. It is understood that I release Skateboards, Inc., its agents, sponsors, advertisers, and staff from all liability of any sort.

The lower portion of this form must be filled out in the presence of a Skateboards, Inc. employee. If under 18, a parent/guardian with proper ID must sign the form in the presence of a Skateboards, Inc. employee or it must be notarized.

9. Double-space and insert a dashed line (or use the border or line tool) the width of the margins.

10. Under the dashed line, single-space and key the following information as shown centered, 10 point, bold:

Note: Include the parenthesis.

(Detach here)

11. Double-space and insert a table with eight rows and two columns. Using table properties, make the table row height .3 and set the cell alignment to bottom. Using a font size of 10 point bold, key the information into the respective cells as shown in **Figure W-9-1**.

Project W-9: Create and Design a Waiver and Release of Liability Form continued

Figure W-9-1

Name:	Address:
City, State Zip:	Phone #:
Date of Birth:	Date:
Signature:	
Parent/Guardian Signature (if under 18):	
Parent/Guardian Driver's License #:	
Notary:	Date:
Notary required if parent/guardian's signature is not witnessed by a Skateboards, Inc. employee	

12. Merge the cells in the rows that require only one cell to display the information (as shown in **Figure W-9-1**).
13. Center the text shown in the last row of the table.
14. Format the table to show a border around the table and the cells as shown in **Figure W-9-1**.
15. Carefully proofread your work for accuracy and format.
16. Resave the file.
17. Print a copy of the document if required by your instructor.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, open Project W-2 Letterhead in your "Word Projects" folder ... under your "Skateboards, Inc. Simulation" folder.
2. To avoid overwriting your original letterhead file, save the document as Project W-10 Employee Welcome Letter Template in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.
Tip: Remember to use "Save As."
3. Set the page size to 8.5 inches wide x 11 inches tall with a 1-inch margin on all sides.