

**Procedures and Criteria**

**For**

- Bounce Houses/Moonwalkers/Air Filled Slides or Equipment-**
- Dunk Tanks or other Amusement Type Equipment-**
- Rock Climbing Walls or Other Similar Equipment-**

**Brought on Campus**

## **General Information**

Portable play equipment such as bounce houses, rock climbing walls, and dunk tanks (to name a few), which are brought on campus, have become a very popular way for schools and school support groups such as parent teacher associations, parent teacher organizations, and booster clubs (PTO/PTA/Booster Clubs) to provide a reward for good work, raise money, and/or to provide thrilling activities for students. In addition, this equipment has been brought onto campus by not-for-profit agencies (Facility Users), such as the American Cancer Society during their Relay for Life, for additional fund raising efforts or as part of their event activities. This equipment, for the most part, is safe and offers children great exercise and diversion when used properly, but tragically when this equipment is not set up or supervised properly it can lead to debilitating injuries. Though we want to provide exciting activities for students, the first thing we must consider is safety when it comes to play. Unfortunately, many vendors that rent this equipment provide no training on how to use the equipment, nor do they provide supervision to their equipment after it is set up. This type of “set up and walk away” attitude by the vendor creates a situation where the school district employee renting the equipment accepts the risks and responsibility for all activities involving the equipment owned by someone else. In addition, when this equipment is utilized on campus, staff must guess how to properly supervise children while they are on or in the equipment. Though our staff and volunteers do an admiral job of supervising and trying to provide a safe experience for children, this lack of knowledge can lead to unintended injuries that can have a negative impact on the school and the district. We want to assure you this equipment can be utilized on district property, but in order to do so the procedures for use of this equipment found in this manual must be followed. If the school, PTO/PTA/Booster Clubs, and Facility Users are unable to follow this policy or the vendor they wish to rent from refuses to complete the necessary forms or follow these guidelines, this equipment cannot be used.

## **Bounce Houses / Moonwalkers / Air Filled Slides or Equipment**

All inflatable equipment must be set up according to the manufacturer's specifications.

The vendor shall:

1. Provide the school, PTO/PTA/Booster Club, or Facility User with a written copy of the equipment's maximum weight limitation in operation, maximum number of occupants, and required cubic feet per minute (CFM) of air that must be maintained during use.
2. Show the school, PTO/PTA/Booster Club or Facility User all air intake areas, CFM measuring equipment on the unit, all tie down areas, and verify the unit is secure and properly fastened to the ground. These areas may require a minimum safe distance from any passers by and the vendor must provide the school, PTO/PTA/Booster Club, or Facility User with the details regarding safe distances.
3. Provide the school, PTO/PTA/Booster Club or Facility User with operational training of the equipment. They must also provide the school, PTO/PTA/Booster Club, or Facility User with details in writing on how to properly supervise children when in or on the equipment. The vendor should include what type of clothing (including footwear) participants should or should not wear while on or in the equipment with their written instructions. The vendor should, after set up and from the start of use, be on hand for at least the first 30 minutes of use to make sure those providing supervision are doing so according to the manufacture and vendor recommendations.
4. Complete a facility use agreement form listing their equipment as well as complete FORM - 1 found in this manual and provide both to the school, PTO/PTA/Booster Club, or Facility User.
5. Provide the school, PTO/PTA/Booster Club or Facility User with a certificate of insurance with at least \$1,000,000 in general liability coverage. The certificate shall name the School Board of Brevard County as the certificate holder and as an additional insured to the general liability policy.
6. Not require a student, participant, or the school to sign a waiver of liability.

The school, PTO/PTA/Booster Club or Facility User shall:

1. Obtain Form – 2 fully completed by the parent or legal guardian of the participant.
2. Carefully view and observe the equipment for any potential safety issue. This could include tears, filth, or similar unkempt issues. Prior to use the vendor should repair and/or clean these areas to your satisfaction. If the equipment cannot be repaired or cleaned, then it cannot be used.
3. Obtain all the documents listed above and have all individuals assigned to assist in supervision attend the vendor's training and use of equipment session.
4. Once the vendor leaves, after the first 30 minutes of operation, make sure all assisting with supervision are actively supervising the equipment properly which includes making sure maximum occupancy, weight, and CFM of air are not violated.

5. Send the School Board of Brevard County's Risk Management department the original copy of the use agreement form, certificate of insurance, and Form – 1 10 days prior to the event.

## **Dunk Tanks or other Amusement Type Equipment**

All equipment should be set up according to the manufacturer's recommendations:

The vendor shall:

1. Provide the school, PTO/PTA/Booster Club or Facility User with a written copy of the equipment's maximum weight limitation in operation that must be maintained during use.
2. Show the school, PTO/PTA/Booster Club or Facility User the tie down or set up details to make sure the unit is securely fastened to the ground. These areas may require a minimum safe distance from any passers by and the vendor must provide the school, PTO/PTA/Booster Club or Facility User with the details regarding safe distances.
3. Provide the school, PTO/PTA/Booster Club or Facility User with operational training of the equipment and provide the school, PTO/PTA/Booster Club or Facility User with details on how to properly supervise children when in, on, or around the equipment. The vendor should make sure those providing supervision are doing so according the manufacturer's recommendations.
4. Complete a facility use agreement form listing their equipment as well as complete FORM - 1 found in this manual and provide it to the school, PTO/PTA/Booster Club, or Facility User.
5. Provide school, PTO/PTA/Booster Club or Facility User with a certificate of insurance with at least \$1,000,000 in general liability coverage. The certificate shall name the School Board of Brevard County as the certificate holder and as an additional insured to the general liability policy.
6. Not require any student, participant, or the school to sign a waiver of liability.

The school, PTO/PTA/Booster Club or Facility User shall:

1. Students are not allowed to be in the dunk tank at any time.
2. Obtain Form – 2 fully completed by the participant.
3. Carefully view and observe the equipment for any potential safety issue. This could include rusted gears, equipment that fails to operate properly, metal areas that could expose people to injury, rust, and tears in the seating area, filth, or unkempt issues. Prior to use the vendor should repair and/or clean these areas to your satisfaction. If the items cannot be repaired or cleaned the equipment cannot be used.
4. Obtain all the documents listed above and have all individuals assigned to assist in supervision attend the vendor's training and use of equipment session.
5. Once the vendor leaves, actively supervise the equipment properly, which includes making sure maximum occupancy is not violated.
6. Send the School Board of Brevard County's Risk Management department the original copy of the use agreement form, certificate of insurance, and FORM - 1 at least 10 days prior to the event.

## **Rock Climbing Walls or Other Similar Equipment**

All equipment should be set up according to the manufacturer's recommendations:

The vendor shall:

1. Provide the school, PTO/PTA/Booster Club or Facility User with a written copy of the equipment's maximum weight limitation in operation that must be maintained during use.
2. Show the school, PTO/PTA/Booster Club or Facility User the tie down or set up details to make sure the unit is securely fastened to the ground. These areas may require a minimum safe distance from any passer by and the vendor must provide the school, PTO/PTA/Booster Club or Facility User with the details regarding safe distances around the equipment that participants or spectators must stand.
3. Provide the school, PTO/PTA/Booster Club or Facility User with operational training of the equipment and provide the school, PTO/PTA/Booster Club, or Facility User with details on how to properly supervise children when in or on the equipment. The vendor should, after set up, be the sole operator of the equipment from start to finish. The only individual authorized to operate the vendor's equipment or verify students are safely harnessed in the unit prior to and/or during operation is the vendor or vendor's employees.
4. Complete a facility use agreement form listing their equipment as well as complete FORM - 1 found in this manual and provide it to the school, PTO/PTA/Booster Club, or Facility User.
5. Provide school, PTO/PTA/Booster Club or Facility User with a certificate of insurance with at least \$1,000,000 in general liability coverage. The certificate shall name the School Board of Brevard County as the certificate holder and as an additional insured to the general liability policy.
6. Not require any student, participant, or the school to sign a waiver of liability.

The school, PTO/PTA/Booster Club, or Facility User shall:

1. Obtain Form – 2 fully completed by the parent or legal guardian of the participant.
2. Carefully view and observe the equipment for any potential safety issues or other similar unkempt issues that could expose students or others to injury. Prior to use the vendor should repair and/or clean observed safety issues to your satisfaction. If the items cannot be repaired, the equipment cannot be used.
3. Obtain all the documents listed above and have all individuals assigned to assist in supervision attend the vendor's training and use of equipment session.
4. Once the vendor sets up the equipment, the vendor shall actively supervise students or participants waiting to utilize the equipment, which includes making sure maximum occupancy is not violated.
5. Send the School Board of Brevard County's Risk Management department the original copy of the use agreement form, certificate of insurance, and Form – 1 at least 10 days prior to the event.

The School Board of Brevard County's insurance does not insure vendors/service providers. Consequently, all vendors/service providers are required to provide a Certificate of Insurance unless an annual Certificate of Insurance has been filed with the Office of Risk Management, School Board of Brevard County.

## HOLD HARMLESS AGREEMENT FOR VENDORS/SERVICE PROVIDERS

Insurance Requirements:

- (a) Workers' Compensation Insurance. Required if you have employees engaged in the performance of work under this agreement.
- (b) Comprehensive General Liability. Required \$1,000,000 per occurrence. This policy shall cover all risks, the contractual liability assumed by vendor/concessionaire/service provider under the indemnification provision set for in the agreement, and include Bodily Injury, Property Damage, Personal Injury.
- (c) Automobile Liability Insurance. Required only if you are providing transportation (e.g. limousine or bus service) at event. \$5,000,000 limit required.

If you (vendor/concessionaire/service provider) fall under (b) or (c), a Certificate of Insurance showing policy limits and the additional Insured endorsement to the policy MUST be submitted with your contract.

I/We \_\_\_\_\_ (name of the vendor / service provider) shall save, defend, indemnify, and hold harmless, the School Board of Brevard County, including all officers, directors, instructors, support staff and volunteers with respect to my/our liability for "bodily injury," "property damage" or "personal and advertising injury" caused by my/our acts or omissions for the acts or omissions of those acting on my/our behalf:

- A. In the performance of my/our ongoing operations; or
- B. In the sale or distribution of my/our products; or
- C. In connection with my/our property or premises rented to you.
- D. In providing all instructions regarding proper set up, safe operation, supervision and operation of equipment provided to school personnel or school volunteers.
- E. In following, all requirements found on the School Board "Facility Use Agreement" form.
- F. The Vendor / Concessionaire / Service Provider shall furnish a Certificate of Insurance and copy of the Insurance policy, naming the School Board of Brevard County as an additional insured with General Liability Limits of at least \$1,000,000 per occurrence.

NOTE: The terms and conditions of this agreement shall apply with respect to Vendor's/Concessionaire's/Service Provider's operations for any school or ancillary owned by the School Board of Brevard County.

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

NAME OF ENTITY: \_\_\_\_\_ TITLE: \_\_\_\_\_

NOTE: Failure of Vendor/Service Provider to keep the required insurance policies in full force and effect during the work covered by this agreement shall constitute a breach of this agreement. In the event of a breach, the School Board of Brevard County shall have the right but not the duty to procure insurance covering the vendor for the period of this agreement. The School Board of Brevard County from the proceeds due to the Vendor/Concessionaire/Service Provider will deduct the cost of this insurance.

FORM – 1

**PARENT'S APPROVAL AND STUDENT WAIVER**

\_\_\_\_\_ has my (our) permission to participate in all School Board of Brevard County events planned for (Name of Event)\_\_\_\_\_ scheduled for (Date of Event) \_\_\_\_\_. This event may include an air filled bounce house, moonwalker, elevated air slide, or a rock-climbing wall that exceeds a height of 9 feet and may be has high as 25 feet high.

The undersigned parent or guardian assumes all risk and liability in connection with the student's participation in any and all of the School Board of Brevard County sponsored activities for this event. I (we) hereby release, discharge and will insure the School Board of Brevard County, its officers, employees and agents from all liability, claims or demands for any damage, loss or injury to the student, the student's property, or parent's property in connection with participation in these activities, unless the injury or loss was caused by the sole negligence of the School Board of Brevard County, its employees and volunteers.

I do hereby certify that to the best of my (our) knowledge and belief that my child is in good health and is fully able to participate in these activities. In case of illness or accident, permission is granted for emergency treatment to be administered. It is further understood and agreed that the undersigned will assume full responsibility for any such action, including payment of costs.

I (we) hereby advise that the above named minor has had the following allergies, medicine reactions or unusual physical condition which should be made known to a treating physician or which could limit participation:

\_\_\_\_\_  
If none please write none.

1. \_\_\_\_\_  
Parent / Guardian Signature \_\_\_\_\_  
Date

\_\_\_\_\_

Print Name \_\_\_\_\_  
Phone

\_\_\_\_\_

Address City State Zip

2. \_\_\_\_\_  
Parent / Guardian Signature \_\_\_\_\_  
Date

\_\_\_\_\_

Print Name \_\_\_\_\_  
Phone

\_\_\_\_\_

Address City State Zip