



**ERUM MOTIWALA, CHIEF FINANCIAL OFFICER  
OFFICE OF THE CHIEF FINANCIAL OFFICER**

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July 17, 2024

*Signatures on File*

TO: All Principals  
All Department Heads

FROM: Aston A. Henry, Jr., Director  
Risk Management

Erum Motiwala, Chief Financial Officer  
Office of the Chief Financial Officer

VIA: Dr. Howard Hepburn, Superintendent  
Office of the Superintendent

SUBJECT: **CARNIVALS, FUN FAIRS AND NON-SCHOOL EVENTS**

To ensure the safety and well-being of our students, utilization of various amusement activities such as dunk tanks, bungee or standalone (e.g. rock climbing, etc.) apparatuses, trampolines and mechanical rides are not recommended due to the heightened risk of injury to students and staff.

When planning events such as carnivals, fun fairs and non-school events, the attached checklist, which includes the items below, is required for schools, departments and school allied groups (e.g. PTA):

- Certificate of liability insurance with coverage of \$1,000,000 from the vendor providing the amusement activities. The certificate must name The School Board of Broward County, Florida as additional insured.
- Auto insurance with coverage of \$500,000 for business-owned vehicles.
- Workers' Compensation insurance. If a vendor has less than four employees, an affidavit is available from the Risk Management Department.
- Invoice listing planned amusement activities, including photos.



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This information must be sent to the Risk Management Department and the Office of the Chief Fire Official for approval at least **three weeks prior to the event**. **Approval is required prior to sending out notification to parents, students and staff.**

**If you have any questions, please contact Aston A. Henry, Jr., Director, Risk Management Department, at 754-321-1900.**

HH/EM/AAH:tc

c. School Board Members

attachment

**\*\*\*\*\*SUBMIT THREE (3) WEEKS PRIOR TO EVENT\*\*\*\*\***

SCHOOL BOARD OF BROWARD COUNTY  
RISK MANAGEMENT DEPARTMENT  
INFLATABLE PLAY DEVICES (BOUNCE HOUSE) VENDOR AND SCHOOL/DEPARTMENT CHECKLISTS

VENDOR NAME:	VENDOR CONTACT NAME AND PHONE:
NAME OF EVENT:	DATE AND TIME OF THE EVENT:
SCHOOL NAME/DEPARTMENT:	SCHOOL/DEPARTMENT CONTACT: NAME, PHONE, EMAIL:

The following checklists must be completed by a representatives from the Inflatable Supplier Vendor and the School/Department and Sponsor for the items listed below, as applicable, and **submitted to the Risk Management Department and Office of the Chief Building Official three (3) weeks prior to the event.** These items will be reviewed and verified by District Inspectors prior to the event opening. The details included within the provided documentation cannot be altered within 7 days of the Event.

**TO BE COMPLETED BY VENDOR:**  
**INFLATABLE PLAY DEVICE (BOUNCE HOUSE) CHECKLIST & REQUIRED ITEMS**

FOR REVIEW BY RISK MANAGEMENT		YES	NO	N/A
1.	<b>Insurance:</b> Vendor must have on file or provide a current Certificate of Insurance including: General Liability: \$1 Million in coverage listing the School District as an additional insured and \$1 Million Product Liability. Auto Liability: \$500,000 per occurrence Workers' Comp: Statutory limits, or, if not required, submit the notarized affidavit. (Exhibit A)			
FOR REVIEW BY OFFICE OF THE CHIEF FIRE OFFICIAL		YES	NO	N/A
2.	<b>Fire extinguishers:</b> A multipurpose dry chemical class 2A: 20B: C fire extinguisher shall be provided for other use away from the kitchen area and a class 40B:C fire extinguisher shall be provided for the generator. All fire extinguishers shall be tagged, currently dated within one year by a licensed Fire Equipment Company. Along with a monthly visual check tag.			
3.	<b>Propane tanks:</b> They are required to be secured, located out of public way and if the tank is near an ignition source like a portable generator, the relief port must be at least five feet away from the ignition source. No Smoking Sign posted. Propane tank expiration date verified and gas connection to source soap tested. Check stamp on cylinder for requalification requirement date. Check all hose and connections for damages . Check for proper storage (not stored near flammables).			
4.	<b>Generators:</b> Placement of generators to be located away and protected from public contact by either physical guards, fencing, or enclosure. Approved fuel cans (empty or full) shall be used to re-fuel generators only when not in use. Fuel tanks shall be of adequate capacity to permit uninterrupted operations (NO Fueling) during normal operating hours of the event. Generators should be stored outside and not near flammables. Check all connections and cords, check for proper grounding. Do not place on grass areas.			
5.	<b>Anchoring and Weather Considerations:</b> Placement of anchors shall follow manufacturers recommendations. Traffic cones shall be placed over anchoring stakes to prevent trip and fall injury. Devices shall not be used when weather conditions exceed 15 mph. Follow Inflatable Play Device (Bounce House) specifications included as Exhibit B. Make sure area is clear of debris and 5 foot clearance around and above the perimeter.			
6.	<b>Placement/Use Considerations:</b> Placed on a flat, even surface free of rocks, sticks, or other objects (i.e. sprinklers). Away from trees, power lines, fences, walls. Rules for Safe play shall be posted at entrance of device. No shoes, jewelry, glasses, or other sharp objects should be on the person of the device user. All access points have fall mats for devices placed on hard surfaces/play courts. Maximum number of occupants, all access points (stairs), and details of the inflatable device (e.g. height) are provided in documentation/site plan and posted. Adult supervision is mandatory at all times.			
7.	<b>The Electrical Equipment:</b> The connections and installations are code compliant. All electrical cords are grounded, have maintained and visible UL labels, and are covered to prevent trip hazard. Ensure electrical cords do not come in contact with groundwater/stormwater and are not spliced. Ground default interruption requirements when electrical connection is used.			
8.	<b>Training Program:</b> Provide and document training on the operations of the inflatable play device to the renter. Provide copy of the operation manual (video, booklet, other).			

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SCHOOL BOARD OF BROWARD COUNTY

RISK MANAGEMENT DEPARTMENT

INFLATABLE PLAY DEVICES (BOUNCE HOUSE) VENDOR AND SCHOOL/DEPARTMENT CHECKLISTS

9.	<b>Blower:</b> Used to inflate the Inflatable Play Device (standard 1-2 horse power). Each blower requires 20 amp, 110 volt circuit or electrical outlet. Generator is necessary when there is no outlet within 50 feet. Inflatables must be fully inflated and powered while users are inside. Should the blower lose power, quickly guide all users out of the inflatable play device and reset the blower. Children should not be permitted to go behind the inflatable or near the blower.			
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VENDOR'S SIGNATURE:	PRINCIPAL'S SIGNATURE:
<b>VENDOR MUST BE SETUP 2-3 hours PRIOR TO EVENT</b>	SPONSOR'S SIGNATURE:

SCHOOL BOARD OF BROWARD COUNTY  
RISK MANAGEMENT DEPARTMENT  
INFLATABLE PLAY DEVICES (BOUNCE HOUSE) VENDOR AND SCHOOL/DEPARTMENT CHECKLISTS

**TO BE COMPLETED BY SCHOOL/SPONSOR:  
CHECKLIST & REQUIRED ITEMS**

FOR REVIEW BY OFFICE OF THE CHIEF FIRE OFFICIAL		YES	NO	N/A
1.	<b>Site Plan:</b> Provide a school district site plan with proposed lay-out of the event including all access roads, parking lots, gates and fire hydrant locations. The event cannot block any of the existing fire lanes. Inflatable Play Devices are to be located on grass to allow for proper anchoring to the ground. Follow Inflatable Play Device (Bounce House) Specifications included as Exhibit B. Clearly identify location of inflatables, generators, etc. on the site plan.			
2.	<b>Emergency Notification:</b> Contact the local Fire Rescue to advise of pending event. Note: Post School District 9-1-1 Poster with school address. First Aid kits.			
3.	<b>Smoking:</b> Per School Board Policy, there is "No Smoking" on school grounds. "No Smoking" sign must be posted.			
4.	<b>Security/Safety:</b> Provide a copy of event request package to Safety, Security and Emergency Preparedness (SSEP) Department ( <a href="mailto:john.burbridge@browardschools.com">john.burbridge@browardschools.com</a> ). Any additional School District Staff (SIU, FIRE, SSEP, etc) that are utilized after normal work hours will be compensated per School District requirements by the event. Contact SSEP with Questions.			
5.	<b>Garbage Cans:</b> Sufficient number of garbage cans/containers, minimum 30 gallon size with plastic liners and lids, at least one (1) per truck and near each eating area must be provided. Along with a plan to have the garbage cans/containers serviced during and after the event.			
6.	<b>Breakdown of Equipment:</b> Sponsor has a plan in the event of equipment failure that cover, the removal of equipment from the School District property within three (3) hours of the end of the event.			
7.	<b>Building Permit:</b> A Building Permit from the School District's Building Department will be required if there are any external/permanent (hard wire) connections made to electrical or mechanical sources. Contact the School District's Building Department to obtain a procedure and timeline on how to complete this, if needed. <b>(This is not common)</b>			
COMMENTS:				
PRINCIPAL'S SIGNATURE:				
SPONSOR'S SIGNATURE:				