

Carnival and Festival Questionnaire

Name of Person completing questionnaire: _____ Please circle
Yes or No

1. Will you be using the Kitchen facilities (cooking, serving and/or storage in coolers)? Yes No

If Yes, contact Nutritional Services Cindy Byers cbyers@susd.org 480-484-6234. Nutritional Services will invoice directly for a Serve Safe Certified Manager at \$35.00 per hour to oversee use of this equipment. On the rental contract, include the kitchen as one of the rooms used

2. a. Will you be holding a game of chance (Bingo, Raffle, Silent Auction, etc.)? Yes No
b. Will you be distributing or selling food? Yes No

If either is Yes, you must attach your organization's insurance certificate to the rental contract.

3. Do you have vendors staying on campus? Yes No

If Yes, you must attach each vendor's insurance certificate to the rental contract. DJ's and vendors dropping off food or those only doing demonstrations do not have to provide insurance.

Please name vendors: _____

4. Do you have any petting zoos/animals? Yes No

If Yes, please initial that you have read the following statement: _____

Petting Zoos/Animals: Petting zoos may only bring these small animals on campus: goats, sheep, bunnies, pullets, hens, and exotic ducks. No pigs are allowed. No large animals are allowed, including but not limited to servals, llamas, horses, ponies, and cows. For obvious health reasons, no kissing of any animals is allowed. Any exceptions must be approved in writing by the Superintendent prior to reserving, ordering or purchasing with the vendor.

5. Do you have any vendors bringing inflatables (Bounce houses, etc.)? Yes No

If Yes, please initial that you have contacted Risk Management, 480-484-6163, and have received or will seek approval for all items from District representatives. _____

NOTE: Zip lines, Velcro walls or climbing walls, regardless of height, and inflatables with components over 10 ft. will NOT be allowed on SUSD property.

6. Are you having a fog machine? Yes No

If Yes, please initial that you have approval from Risk Management and Dave Hochstrasser dhochstrasser@susd.org in Building Services, 480-484-8501. _____

7. Are you using a field that is normally scheduled by the City of Scottsdale? Yes No

If Yes, please initial that you have approval from the City/ Efrain Enriquez, 480-312-7968. _____

- a) The City must be notified ahead, so that they don't schedule other groups on the field the carnival is on.
b) The City controls the irrigation at some sites, and they'll need the water shut off prior to a carnival.

For further information, please contact Lisa Marcarelli at LMarcarelli@susd.org 480-484-8502.