

PTA/PTO/APT and Booster Guidelines for Facility Usage

Rental Contracts: Write one rental contract per year for all regular meetings and events held on campus (such as Book Fairs and Art Nights.) Write a separate rental contract for any event which includes a game of chance (Bingo, raffles), vendors staying on campus, concession stand use, food distribution or sales, and/or custodial fees. See also insurance section below.

Insurance: Insurance must be purchased for any school usage. SUSD requires \$1,000,000 general liability and \$100,000 property damage. The insurance certificate must name SUSD as additional insured. A list of companies is available upon request (480-484-8502). Insurance must also be provided by any vendors staying on campus during the event as well as any secondary providers that the vendor is using.

Kitchen Use: For any event which includes use of kitchen equipment (cooking, serving, and/or storage in coolers), contact Nutritional Services, 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.

Vendors: Any vendor staying on campus during an event must provide the required insurance certificate. Attach the certificates to the PTA or Booster rental contract. (See additional requirements below for petting zoos/animals, inflatables and fog machines.) DJ's and vendors who drop food off do not need to provide an insurance certificate. However, the PTA or Booster organization must provide their required insurance certificate.

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. Petting zoos must be individually approved and meet the required insurance levels.

Inflatables: Submit a list of requested inflatables with pictures or electronic link to Risk Management via email to Shari Testa, stesta@susd.org or call 480-484-6163. Ms. Testa will contact district representatives for their discussion and approval. Most inflatables should include set-up, supervision and dismantle to be supplied by the rental firm. Please note inflatable devices that include striking another player or other aggressive conduct are not allowed (e.g. Joust, Sumo Wrestlers, or Swords). Dunk Tanks must be pre-approved by school principal in writing as well as any other items that would incorporate the principal for fundraising purposes. **NOTE: Anything over 25 feet, including zip lines, climbing walls, Velcro walls, inflatable slides, regardless of height, will NOT be allowed on SUSD property.**

Fog Machines: Submit the information to Risk Management, Shari Testa, stesta@susd.org or call 480-484-6163 for discussion and approval. Also contact Dave Hochstrasser of Building Services dhochstrasser@susd.org (or call 480-484-8501) for approval, so that he can ensure the floors are not damaged by the machines or fire alarms set off.

Outside Cooking/Concession Stands: All outside cooking and use of concession stands must be stated on a rental contract and must be pre-approved by the district administrator's signature on the rental contract. The required insurance certificate from the organization must be attached to the rental contract. No cooking inside the concession stand is allowed.

For further information, please contact Kathy Franz at 480-484-8502.