



General rules for planning a school carnival:

- 1) The sponsoring group should verify the vendor’s current business name and good standing.
 - a. name registration can be found at: <https://apps.azsos.gov/apps/tntp/se.html>
 - b. corporate standing on the State of Arizona’s site: <http://ecorp.azcc.gov/>
- 2) Lisa Macarelli can verify if the company chosen already has insurance naming the District on file; near the date of the carnival, ensure the insurance company sends an updated the certificate if the expiration date of the previous policy was prior to the event.
- 3) Send the list of items reserved for the carnival along with links to the vendor’s website link for each.
- 4) Send a copy of the vendor’s rental agreement/contract. These may negate the insurance certificate, so legal will review first.
- 5) Hard rides require additional information including the full weight and must be owned by the inflatable/carnival vendor.
- 6) The vendor must issue a certificate of insurance naming the District as additionally insured. The District requires \$1M per occurrence and \$100K for rented premises.
- 7) Send the insurance certificates from the carrier directly to Lisa.
- 8) Send a copy of the final invoice to document the final selection to Risk Management and Lisa.
- 9) Building Services needs to be informed that a carnival is being planned and the location of the carnival. For large events, submit a layout with the proposed location for each activity for Building Service’s review.
- 10) Building Services is to be notified no less than one week prior to the carnival date so that irrigation can be adjusted accordingly for the event. (Valve boxes, sprinkler heads, etc. marked and controllers turned off).
- 11) Notify school maintenance immediately after the event if any landscape irrigation was broken. This allows the grounds team to turn the irrigation off.

Event items may have rented in the past without approval by the District, so please review this carefully.

Items restricted from use at School carnivals and/or fundraisers are:

Items that will not be approved:	
Jousting	Laser tag (regardless of type of laser device)
Wrestling (Sumo wrestler suits)	Water tag/guns
Boxing	Wrecking Ball other gauntlet games
Big Red Balls or other balance challenges including Meltdown	
Any item or component of an inflatable rental that puts the user at over 10 feet (from ground to top of head): includes climbing walls, equipment with ropes, trampoline bungees, sling-shot bungees or trampolines and all related devices, Zip lines, regardless of landing area, hard rides over 10 feet, and obstacle courses or slide combos.	
Rented devices/inflatables using water-approved on case by case basis, but in general must:	
* the weather must be over 90 degrees * be before or after grass dormancy of grass fields	
* have a nonslip surface for participants to use.	

Dunk tanks are reviewed on a case-by-case basis. The use of a dunk tank may be requested if:

- 1) The school principal has preapproved one at their event and will be in the tank, as only principals are allowed in the tank.
- 2) There are No exceptions for other participants. Certified or classified staff may not participate in the tank.
- 3) Check with Building Services for other restrictions for inflatables that use water.

****Large mechanical devices will be reviewed on a case by case basis** for weight and other conditions pertinent to the specific site.

- 1) Orbitron, Wizzer and similar mechanical rides require a safety fence or rail around them, along with wooden pads under the stabilizer jacks along with appropriate size restrictions, appropriate placement for stability and adequate adult supervision.
- 2) Submit device’s weight and size and anticipated location with request.

If you have any questions, please call Risk Management at 480-484-6163.