Rules for Planning Carnivals, Events and Festivals

All contracts have a **minimum of 2 weeks lead time** to coordinate all appropriate District staff. You must also take into account District breaks in your lead time. Keep in mind, if you **DO NOT** meet the timelines, you risk your event not being approved.

**SUSD Contact:** Lisa Marcarelli at L.Marcarelli@susd.org or 480-484-8502

☐ 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](https://apps.azsos.gov/apps/tntp/se.html)

☐ If a school, not PTO/Boosters, is sponsoring the event, send a copy of the vendor’s rental agreement/contract, along with the contract review form (iDrive/Legal) to Louise in Legal for review and signature. Legal needs **2 weeks prior** to your event to review. Keep in mind employees are not allowed to sign on behalf of the District.

☐ If PTO/Boosters are sponsoring the event, they can sign the contract on their own behalf.

☐ Send the vendor’s invoice of the carnival items reserved along a link(s) to the vendor’s website and each individual inflatable or carnival game to Lisa Marcarelli. Submit **3 weeks prior** to your event.

☐ Per District policy, **every** vendor must issue a certificate of insurance naming the District as additionally insured. The District requires $1M General Liability per occurrence and $100K for Rented Premises/Fire. (See COI Example attached). The COI must come directly from the vendor’s insurance carrier and should be sent to Lisa Marcarelli. Lisa can verify if a current certificate of insurance (COI) for your vendor is on file.

☐ Send a copy of the final invoice to document the final selection to Lisa **2 weeks prior** to your event.

☐ Building Services needs to be informed that a carnival is being planned and the location of the carnival. For large events, submit a layout to Lisa with the proposed location for each activity for Building Service’s review.

☐ Building Services is to be notified **no less than 2 weeks prior** to the carnival date so that irrigation can be adjusted accordingly for the event. (Valve boxes, sprinkler heads, marked and controllers turned off, etc.).

☐ **You must notify school maintenance immediately after the event if any landscape irrigation was broken. This allows the grounds team to turn the irrigation off.**

**RESTRICTED ITEMS THAT WILL NOT BE APPROVED**

- Fog Machines
- Laser tag (regardless of type of laser device)
- Wrestling (Sumo wrestler suits) or Boxing
- Jousting
- Climbing walls or equipment with ropes
- Zip lines, regardless of landing area
- Any item or component of an inflatable rental that puts the user over 10 feet (from ground to top of head).
- Water games, rides, dunk tanks or tag/guns
- Wrecking Ball other gauntlet games
- Big Red Balls or other balance challenges, including Meltdown
- Trampoline bungees, sling-shot bungees, trampolines
- Hard rides or mechanic devices, such as bulls or pumpkins
Carnivals, Events and Festivals Questionnaire

All contracts must have a minimum of 2 weeks lead time to coordinate all appropriate District staff. You must also take into account District breaks in your lead time.

SUSD Contact: Lisa Marcarelli at LMarcarelli@susd.org or 480-484-8502

School: ___________________________ School Contact: ________________ Date of Event: ____________

Name of Person Completing Questionnaire ____________________________________________________

Phone Number: __________________________ Email Address __________________________________________

Purpose of your event _______________________________________________________________________

1. Will you be using outside vendors (food trucks, DJs, etc.) on District property? Yes No

   If Yes, per District policy, all vendors must provide a certificate of insurance (COI). The COI must be
   submitted with your rental contract. Please list all vendors participating in your event:

   __________________________________________  ____________________________________________
   __________________________________________  ____________________________________________

2. Will you be using a vendor for inflatables (bounce houses, carnival games, etc.)? Yes No

   Vendor’s Name (also requires a COI): ________________________________________________________

   If Yes, please initial that you have read the Rules for Planning Carnivals, Events and Festivals, are aware
   of and understand the restricted items, including the height requirements for inflatables with components
   over 10 feet; they will NOT be allowed on SUSD property. Initial: ______

3. 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. Initial: ______

4. Will you be purchasing your own food or beverages to serve at your event? Yes No

   If Yes, what will you be serving, and how will you be keeping food/beverages hot and/or cold? ____________

5. Will the PTO/Boosters be holding a game of chance (Bingo, Raffle, etc.)? Yes No

   If Yes, please advise what you are planning: ______________________________________________________

6. Will your event include a petting zoos/animals? Yes No

   If Yes, please initial that you have read the following statement: Petting zoos may only bring the following
   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 Legal
   prior to reserving, ordering or purchasing with the vendor. Initial: ______

7. Will you be showing a movie? Name of Movie: ________________________________ Yes No

   You must have a movie license for each and every movie you show. See the iDrive/Legal on how to obtain
   one. You may not advertise you are showing a movie until your license has been obtained and
   submitted. Your event will not be approved until your license has been submitted.
## Sample of a Certificate of Insurance (COI)

1. **Insured** – Name of insured should match Name of Renter on the rental contract (or “DBA” the renter’s name).

2. **Addl Insr** – Additional Insured—this column must have a “Y” or “X” to indicate SUSD has been added as an additional insured on the policy.

3. **Policy Exp.** – This date should reflect those specified on the contract, the current academic year from July 1 through June 30 of the following year, or the date of your event.

4. **Limits** – The District requires $1M General Liability per occurrence and $100K for Rented Premises/Fire.

5. **Description** – List the specific agreement or activity taking place at the District.

6. **Certificate Holder** – SUSD, 7575 E Main Street, Scottsdale, AZ 85251 should only be listed (not your specific school). This cannot be blank.

### Certificate of Liability Insurance

**Coversages**

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<thead>
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<th>Coverage</th>
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<tr>
<td>Additional Limits</td>
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<tr>
<td>Personal Injury</td>
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<tr>
<td>Products/Supplies</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Property Damage</td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>

**Certificate Holder**

Scottsdale USD  
7575 E Main St  
Scottsdale, AZ 85251