



Special Event Risk Planning Guide:

For Events, Leasing, School Activities and Field Trips

Prepared by: Risk & Benefits Management
The School District of Palm Beach



Forms Referenced: PBSB 2496 - Hold Harmless Agreement
PBSB 2498 - Risk Planning Tool
PBSB 2448 - Participants Waiver Under 18
PBSB 2449 - Participants Waiver Over 18
PBSB 1420 - Consultant Agreement



Updated: 9/27/2022

General Information

The following School Board policies govern Special Events, Leasing, School Activities and Field Trips for the School District of Palm Beach County.

[Board Policy 2.16 - Fund-Raising Activities](#)

[Board Policy 2.40 - Field Trips](#)

[Board Policy 2.54 - One-Stop Film Permitting](#)

[Board Policy 6.28 - Comprehensive Liability for Summer Camps/Day Care](#)

[Board Policy 7.18 - Community Use of School Facilities](#)

[Board Policy 7.185 - Community Use of School Board Swimming Pool Facilities](#)

[Board Policy 7.24 - Animals on District Property](#)

[Bulletin P 18-108 COO – Required Event Disclaimer for Leases](#)

Enterprise Risk Management (ERM)

- ▶ ERM - The way to effectively evaluate and manage the various risks that our District encounters while attaining the objectives of our Strategic plan. Avoiding unnecessary expenses from injuries or property damage, for example, allows management to use those resources to achieve better outcomes for our students.
- ▶ All employees in Palm Beach County School District should incorporate Risk Management into key daily operational processes and decision making.
- ▶ Staff is encouraged to use “Risk Informed” (understanding the potential risk using tools given) decision-making, balanced with innovation and resources available to plan activities, and/or resolve issues and improve the way we work to achieve educational objectives.
- ▶ In an organization the size of Palm Beach County Schools, a handful of employees in Risk Management cannot evaluate all risk. Therefore all employees, especially Principals and Directors, need to learn how to recognize, evaluate & mitigate risk. A basic understanding of risk is needed to make better informed strategic decisions, successfully deliver change, and help breakdown silo decision-making. Better decisions result in increased operational efficiency and enhance political and community support.

Throughout the school year, Special Events, both school-sponsored and non-school sponsored are organized for fundraising, student entertainment and enrichment. School sponsored activities may occur during school hours, outside the normal school day, or on or off campus. The **Special Events Risk Planning Guide** (SERPG.) is designed to assist you in being “Risk Informed” and this resource is to be used in planning special events, leasing, school activities, and some field trips. The SERPG is to be used in coordination with **PBSD 2498 Risk Planning Tool** along with the policies and directives set by the School Board of Palm Beach County and each department.

Please be aware that the school sponsoring the special event, lease, school activity, and field trip is the Risk Owner. This guide incorporates procedures and policy items to help create a safe experience.

Key Departments:

[Office of Communications](#)

[Leasing](#) (Planning and Intergovernmental Relations)

[Purchasing Department](#)

[Risk & Benefits Management](#)

[School Police](#)

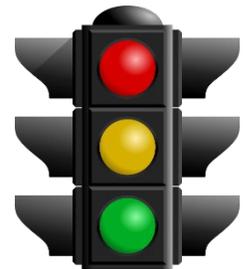
This publication is also provided to protect the financial assets of the School District of Palm Beach County.

Target Audience for this Guide:

- After School Programming Directors
- Department Heads and Directors
- District Administrators
- Leasing Coordinators
- Lessees
- PTA/ PTSA/ PTO Officers and members
- Project Graduation Coordinators
- Regional Office
- School Based Administrators/Bookkeepers/Secretaries
- All School Sponsored Organizations and Clubs, i.e. Booster, Student Government, Band, Music, Choice Programs, CTE, HOSA, etc.
- Summer Camp Programs
- Volunteers

In order to make the content easy to understand, activities have been divided in three categories: **Red Light** (not allowed), **Yellow Light** (allowed with conditions) and **Green Light** (allowed, go!).

***Insurance and Hold Harmless are required when using vendors for any listed event.**



Red Light Activities



RED LIGHT/ACTIVITIES ARE PROHIBITED ACTIVITIES UNDER BOARD POLICY AND NOT APPROVED FOR USE ON OR OFF SCHOOL DISTRICT PROPERTY!!



Yellow Light Activities



YELLOW LIGHT ACTIVITIES require additional precautions and there is some risk involved. Occasionally, schools and school based organizations want to sponsor activities that require additional insurance coverage, waivers of liability and certificate of insurance. Schools, PTA and PTO must adhere to any special arrangements and conditions. The event / club sponsor, lessor or lessee (PTA, PTO) should complete PBS 2498 that is designed to help assess the risk(s) involved with any special events on District property. Once completed route to the School's Principal / Department Head for review and if additional assistance is needed reach out to the designated Safety Technician or the Insurance Specialist with any additional questions.

Green Light Activities

GO!

GREEN LIGHT ACTIVITIES and events listed on the **GREEN** pages of this guide.

All activities require signing the Hold Harmless Agreement and providing the necessary Proof of Insurance.

GO!



RED LIGHT ACTIVITIES



Certain activities and events are **PROHIBITED** under School Board Policy. Other activities and events are covered under school board insurance programs. Individual PTA/PTO/Booster Club officers may be held personally liable for conducting any of the events listed on the prohibited list.

In order to minimize risk exposure, the School Board of Palm Beach County has deemed certain activities prohibited because they may be **dangerous** and **jeopardize** the **safety of our students**. Such activities also jeopardize the financial strength of the Boards' self-insurance program.

Pursuant to School Board Policy 2.16, (4,) (c); due to the inherent dangers posed by mechanical rides, no school or school based organization is permitted to allow any mechanical rides on School District property or at any school sponsored activity for any activities whatsoever.

THESE ACTIVITIES ARE NOT ALLOWED

- Alcohol Sales
- Aircraft, Helicopter rides, or Hot Air Balloon rides, Parachute landings
- Animals other than Service Animals (dogs & miniature horses) for Lessees – all others see District Policy and Special Event Risk Planning Guide
- Animal Rides of any kind
- Balloon Releases
- Bungee Jumping
- Color run of any kind
- Cow Patty Bingo
- Donkey Baseball/Basketball
- Candles / Fireworks / Pyro-technics of any kind
- Hot Air Balloons/Balloon Rides (on ground or in the air)
- Human Canon Balls (or any variation)
- Mechanical Rides of any sort whatsoever (**SB Policy 2.16**) which require inspections by State Department of Agriculture
- Monster Trucks
- Overnight events, sleepovers/camping of any kind for Lessees is not allowed for all others contact Risk Management.
- Paint Ball Games on District Property
- Slam Dancing (Moshing, Stage Diving)
- Trampolines
- Powerboat (except commercial craft 26 feet or more operated by a qualified vendor with evidence of insurance properly licensed)
- Sumo wrestling (zip in / Velcro suits)
- Slack lining
- Zip Lines

This list is not all inclusive, as new rides and events are continually created.

Contact Risk Management with Questions.



YELLOW LIGHT ACTIVITIES



YELLOW light activities may require additional insurance coverage, waivers of liability and certificates of insurance. Organizers allowing **YELLOW** light activities must strictly adhere to these guidelines and/or other special arrangements. All conditions must be met before undertaking any activities listed on the **YELLOW** conditions sheet. The Board's Insurance Specialist must be consulted if there are any deviations or activities not addressed here in the guide.

LIST OF YELLOW LIGHT (CAUTION) ACTIVITIES

The conditions listed adjacent to each activity refer to the **CONDITION(S)** that must be met prior to a school or school based organization agreeing to sponsor or lease a venue for an activity or event.

- After Prom
- Airboats, Kayaking, Canoeing
- Animals on District Property
- Archery
- Babysitting at School or School-based Meeting
- Bike Helmet Fairs
- Bingo and Raffles
- Blood Mobile
- Camps – Outdoor Enrichment and Science (Does not include Athletic or Sports Camps)
- Car Wash
- Climbing Walls
- Craft Fairs, Holiday Boutique and Swap Meets (Run by outside Vendor/Service providers)
- Dunk Tanks
- Filming on School-Board Property
- Food Trucks/Snack Food Concession
- Go-Carts

- Hayrides
- Homecoming Week Events
- Horse Jumping / Polo
- Inflatable Pool
- Jog-a-thon, Relay-for-Life, Walk-a-thon
- Litter and Beach Clean-up
- Opportunity Drawing Tickets
- Over-Night Events, Sleep-over, Camping of any kind
- Paint Parties and Activities
- Parents Night Out (Babysitting) at a School for a Fundraiser
- Petting Zoo
- Project Graduation
- Powder Puff Football
- Rental Vehicles and Rental Commercial Trucks/Semi Tractors
- Skateboarding
- Sports Events or Sports/Summer Camps
(not school-related)
- Swimming, Snorkeling and Water Activities
- Transportation
- Virtual Realities
- Water Slides

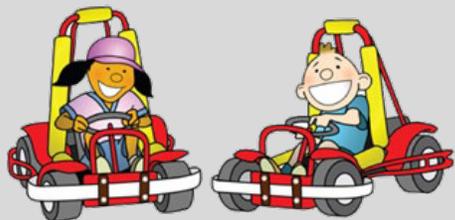
#	ACTIVITY	INSTRUCTIONS
1)	<p>After Prom</p> 	<ol style="list-style-type: none"> 1) Complete Risk Planning Tool PBSB 2498 (Appendix A). 2) Contact the Risk and Benefits Management if you have any questions or concerns.
2)	<p>Airboats, Kayaking, Canoeing</p> 	<ol style="list-style-type: none"> 1) Adhere to all posted warnings for participation in the event. 2) Proper supervision required. 3) Participant waiver needs to be signed PBSB 2448 or 2449/Appendix I. 4) Must wear United States Coast Guard (USCG) approved life vests. 5) Verify the venue meets District Insurance requirements.
3)	<p>Animals on District Property Adhere to SB Policy 7.24 <u>(No Animals of any kind for Lessees)</u></p> 	<ol style="list-style-type: none"> 1) Obtain a Certificate of Insurance and an endorsement naming the School Board of Palm Beach County as Additional Insured on the policy. The consultant/vendor/service provider must also sign PBSB 1420 (Appendix B), and PBSB 2496 (Appendix C). PBSB 2496 spells out the insurance requirements for the consultant/vendor/service provider. Advise the consultant/vendor/service provider to give a copy of PBSB 2496 to their insurance broker. 2) Children may be exposed to dangerous E. Coli Bacteria at petting zoos and fairs. Children may pet the animals, and then put their hands in their mouths or touch food they will eat. Have antibacterial hand gel readily available on site, and require all your participants who pet animals to wash their hands. 3) No animals of any kind for Lessees.

4)	<p>Archery</p> 	<p>1) This is a school based activity. No outside vendors. 2) Archery is only allowed as a sanctioned program with a National Archery School Program (NASP) Certified Instructor only. Archery must be approved by Risk Management and the Principal.</p>
5)	<p>Babysitting at School or School-based Meeting</p> 	<p>1) The only babysitting that is allowed is at a school-based organization meeting where parents are continually on campus AND the following conditions are met: the babysitters do not change diapers, there are at least two unrelated adults (18 years or older) in attendance at all times, and coffee and other hot fluids are kept outside of the babysitting room or area. 2) There must be a sign in and out sheet and contact number for the parents/guardian.</p>
6)	<p>Bike Helmet Fairs</p> 	<p>1) If the School or School based organization sponsors a helmet fair do not accept payments for the helmets. Have the payment for purchases be made directly to the vendor. No used helmets. Obtain a Certificate of Insurance and an endorsement naming the School Board of Palm Beach County as Additional Insured on the policy. 2) The consultant/vendor/service provider must also sign PBSB 1420 (Appendix B), and PBSB 2496 (Appendix C). PBSB 2496 spells out the insurance requirements for the consultant/vendor/service provider. 3) Advise the consultant/vendor/service provider to give a copy of the PBSB 2496 to their insurance broker.</p>

7)	<p>Bingo and Raffles Adhere to SB Policy 2.16</p> 	<p>1) Bingo and Raffles; refer to School Board Policy 2.16.</p> <p>2) Schools are not permitted to sponsor raffles or games of chance. However, outside PTA/PTO/Booster groups may hold raffles subject to the policies outlined in Policy 2.16. Also, please consult your local government for ordinances.</p>
8)	<p>Blood Mobile</p> 	<p>Provide insurance certificate (General Liability and Auto)</p>
9)	<p>Camps - Outdoor Enrichment and Science</p>  <p>(Not Athletic or Sports Camps)</p>	<p>1) Complete the Risk Planning Tool PBSB 2498 (Appendix A).</p> <p>2) Submit to Principal/Regional office for approval. If extra-ordinary or risk concerns, contact the office of Risk Management.</p>
10)	<p>Car Wash</p> 	<p>1) When holding car wash fundraisers, the owner must move the vehicle. Individuals washing cars should not wear belts or other clothing or jewelry that may scratch the vehicle.</p> <p>2) Ensure that the activity does not involve standing in roadways or medians. (Adhere to SB Policy 2.16).</p>

<p>11)</p>	<p>Climbing Walls</p> 	<ol style="list-style-type: none"> 1) Obtain a Certificate of Insurance and an endorsement naming the School Board of Palm Beach County as Additional Insured on the policy. The consultant/vendor/service provider must also sign PBSB 1420 (Appendix B) and PBSB 2496 (Appendix C). PBSB 2496 spells out the insurance requirements for the consultant/vendor/service provider. Advise the consultant/vendor/service provider to give a copy of PBSB 2496 to their insurance broker. 2) School or School based organizations should obtain a written document outlining what will be furnished. 3) Individuals climbing walls must wear a safety harness and have appropriate fall surface protection. <p>See Rock Climbing Walls, Appendix E.</p>
<p>12)</p>	<p>Craft Fairs, Holiday Boutique and Swap Meets (Run by outside Vendor/Service providers)</p> 	<ol style="list-style-type: none"> 1) Complete Risk Planning Tool PBSB 2498(Appendix A). 2) Obtain a Certificate of Insurance and an endorsement naming the School Board of Palm Beach County as Additional Insured on the policy. 3) The consultant/vendor/service provider must also sign PBSB 1420 (Appendix B) and PBSB 2496 (Appendix C). PBSB 2496 spells out the insurance requirements for the consultant/vendor/service provider. 4) Advise the consultant/vendor/service provider to give a copy of the agreement to their insurance broker.

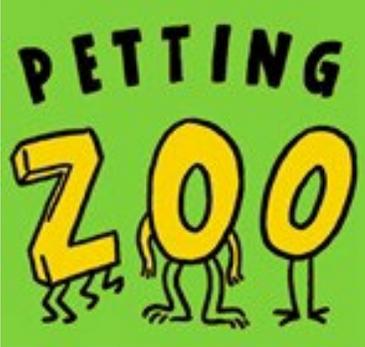
<p>13)</p>	<p>Dunk Tanks</p> 	<p>1) Complete Risk Planning Tool PBSB 2498(Appendix A). 2) Obtain a Certificate of Insurance and an endorsement naming the School Board of Palm Beach County as Additional Insured on the policy. 3) The consultant/vendor/service provider must also sign PBSB 1420 (Appendix B) and PBSB 2496 (Appendix C). PBSB 2496 spells out the insurance requirements for the consultant/vendor/service provider. 4) Advise the consultant/vendor/service provider to give a copy of the agreement to their insurance broker. 5) No students allowed in dunk tanks. No homemade dunk tanks, bounce houses or slides. You must rent from a vendor who has appropriate insurance. Dunk tanks must be fully enclosed so water is not splashing on the ground. See Appendix D for more information on Dunk Tanks.</p> <p>Employees are the only ones allowed to participate. They are required to sign adult waiver, PBSB 2449 (Appendix J).</p>
<p>14)</p>	<p>Filming/Making Videos on School Board Property</p>  <p>Contact the Communications Dept. 561-357-7572</p>	<p>1) Requests to film on School Board property are either routine or non-routine. 2) Examples of routine requests include use of School Board property while not in use by students or staff. 3) Non-routine requests are more complex and may involve filming during the school day and may include students as well as staff.</p> <p>Policy 2.54 should be consulted. Non-routine requests are required to go through an internal committee and require a minimum of six weeks to process. In addition, a custom lease is required.</p>

<p>15)</p>	<p>Food Trucks</p> <p>Snack Food Concession – Hired</p> 	<p>1) Obtain a Certificate of Insurance and an endorsement naming the School Board of Palm Beach County as Additional Insured on the policy. The vendor/service provider must also sign a Hold Harmless Agreement, PBSB 2496 (Appendix C). The Hold Harmless Agreement spells out the insurance requirements for the vendor/service provider. Advise the vendor to give a copy of the Hold Harmless Agreement to their insurance broker.</p> <p>2) Risk Planning Tool, PBSB 2498 (Appendix A) needs to be completed.</p> <p>3) <u>This activity should not conflict with School Food Service (Policies 6.185 and 6.27) and it should comply with all Department of Health requirements.</u></p> <p>4) Refer to Extra Curricular Food Vendor Requirements (Appendix H).</p> <p>5) <u>Must meet minimum auto insurance requirements (Appendix G).</u></p>
<p>16)</p>	<p>Go-Carts</p> 	<p>1) Follow field trip request procedures and obtain a Certificate of Insurance and an endorsement naming the School Board of Palm Beach County as Additional Insured on the policy.</p> <p>2) <u>Participants need to sign PBSB 2448 or 2449 (Appendix J).</u></p> <p>3) Schools cannot sign a release. If requested, contact the legal department for review.</p>
<p>17)</p>	<p>Hayrides</p>  <p>(Outside Vendor/Service provider)</p>	<p>1) Follow field trip request procedures and obtain a Certificate of Insurance and an endorsement naming the School Board of Palm Beach County as Additional Insured on the policy.</p> <p>2) <u>Participants need to sign PBSB 2448 or 2449 (Appendix J).</u></p> <p>3) Not allowed on District Property.</p>

<p>18)</p>	<p>Homecoming Week Events</p> 	<p>1) Complete Risk Planning Tool PBSO 2498 (Appendix A). 2) Golf cart use – Reminder: golf cart authorization and training required. District Personnel and Certified volunteers only. 3) Parade floats – take in consideration how it is being built, who is driving, insurance. Does it have secure spots for students / faculty to sit or stand? 4) Alumni flag football game – PBSO 2449 (Appendix J) <u>Participant waiver must be signed.</u> 5) Traffic control – appropriate coverage and vest/bright colored shirts in place. 6) Bonfire – Obtain from the municipality, city, county a burn permit? Location of the burn? School Police involved? Adequate firefighting equipment and staffing is required. Extinguishers must be present that are appropriate for the fuel being used. 7) Powder Puff Football – See item 27 in this list for further details</p> <p><u>School Police and Risk Management MUST BE CONTACTED if a bonfire is being considered.</u></p> <p>Please see: http://discover.pbcgov.org/pbcfr/boss/Pages/Open-Burn-Permits.aspx</p>
<p>19)</p>	<p>Inflatable Pool</p> 	<p>1) Pools are not permitted in any form <u>other than an area at the bottom of a water slide.</u> 2) Baptismal pool / submersion is not permissible for a lease or school activity.</p>

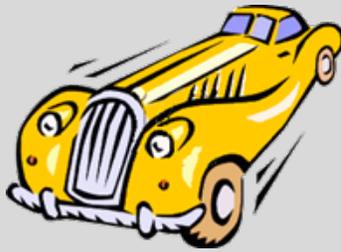
20)	<p>Jog-a-thon, Relay-for-Life, Walk-a-thon</p> 	<p>1) Jog-a-thon or Walk-a-thons <u>need no additional liability insurance</u>, however, <u>parents, teachers and the general public who participate must sign a Participants Waiver (PBSD 2448 or 2449/Appendix I) for themselves.</u> These are the requirements a) pre- arranged course b) proper supervision-security or police in place c) water stations and d) signed waivers. <u>Ensure that the activity does not involve standing in roadways or medians</u> (SB Policy 2.16)</p> <p>2) <u>Color Runs (throwing powdered paint at participants) is a red light activity.</u></p>
21)	<p>Litter and Beach Clean-up</p> 	<p>Adequate supervision must be provided. Reflective vests and rubber gloves must be used. <u>Ensure that the activity does not involve standing in roadways, riding on boats or medians</u> (SB Policy 2.16).</p>
22)	<p>Opportunity Drawing Tickets</p>	<p>Bingo and Raffles; refer to SB Policy 2.16. Please consult your local governments for ordinances.</p>
23)	<p>Over-night Events, Sleep-over, Camping of any kind</p> 	<p>1) <u>Not allowed for leases.</u></p> <p>2) <u>May be approved for a school- based reason</u> through the Regional Office and / or Risk Management for some fundraisers. Examples include a music, sports, or band play-a-thon.</p> <p><u>Risk Management MUST be contacted for further requirements.</u></p>

<p>24)</p>	<p>Paint Parties and Activities</p>  <p>(Where colored powdered paints or dyes are thrown at or applied on participants.)</p>	<ol style="list-style-type: none"> 1) Must have SDS (Safety Data Sheet) for products. 2) Call your school's Safety Technician (561) 357-7578 with details of the event. A Risk Planning Tool, PBSO 2498 (Appendix A) may be required to be completed.
<p>25)</p>	<p>Parents' Night Out (Babysitting) at a School for a Fundraiser</p> 	<ol style="list-style-type: none"> 1) Must be <u>school age students that attend the school hosting the parent night.</u> 2) There must be a sign in and out sheet. Registration form that includes student name and grade, parent name and two contact numbers and any additional information that may need to be known. There are at least two unrelated adults (18 years or older) in attendance at all times, and coffee and other hot fluids are to be kept outside of the babysitting room or area. 3) <u>Teacher/Administration from the school hosting event are required to be present at all times.</u>

<p>26)</p>	<p>Petting Zoo Adhere to SB Policy 7.24</p> 	<p>1) Obtain a Certificate of Insurance and an endorsement naming the School Board of Palm Beach County as Additional Insured on the policy. The vendor/service provider must also sign a Hold Harmless Agreement (Appendix C). The Hold Harmless Agreement, PBSB 2496, spells out the insurance requirements for the vendor/service provider. Advise your vendor to give a copy of the agreement to their insurance broker.</p> <p>2) Children may be exposed to dangerous E. Coli Bacteria at petting zoos and fairs. Children may pet the animals, and then put their hands in their mouths or touch food they will eat. Have antibacterial hand gel readily available on site, and require all your participants who pet animals to wash their hands or use antibacterial hand gel.</p> <p>3) <u>No poisonous animals. SB Policy 7.24.</u></p>
<p>27)</p>	<p>Powder Puff Football</p> 	<p>1) Flag football only, no tackling, persons officiating the games need to keep control over the game and not allow participants to get carried away. Non-compliant participants shall be removed from the game.</p> <p>2) A signed Hold Harmless Agreement PBSB 2448 or PBSB 2449 (see Appendix J) must be signed and on file for every participant, NO EXCEPTIONS</p> <p>3) Persons acting as "cheerleaders" for the game shall not do acrobatics, stunts or aerials</p> <p>4) The use of uniforms and or helmets and pads are allowed only if the equipment is well fitted and does not interfere with movement or vision of the players or cheerleaders.</p>

<p>28)</p>	<p>Project Graduation</p>  <p>(Consultant Agreement may be required – contact Purchasing with questions)</p>	<p>1) Obtain a Certificate of Insurance from Event Planner or vendor/service provider and an endorsement naming the School Board of Palm Beach County as Additional Insured on the policy. The vendor/service provider must also sign a Hold Harmless Agreement (Appendix C). The Hold Harmless Agreement, PBSB 2496, spells out the insurance requirements for the vendor/service provider. Advise the vendor to give a copy of the hold harmless agreement to their insurance broker.</p> <p>2) The Risk Planning Tool PBSB 2498 will be required, and signed by the Principal.</p> <p>3) If a School or School based organization chooses to sponsor allowable activities or events that the School Board's Vendor Liability has excluded (athletic events or high hazard) the School-based organization must purchase the additional commercial general liability and participant liability insurance for that activity, and the School Board of Palm Beach County must be named as an Additional Insured.</p> <p>4) Depending on activities, participant release may need to be signed (PBSB 2448 or 2449/Appendix J).</p>
<p>29)</p>	<p>Rental Vehicles and Rental Commercial Trucks/Semi Tractors</p>  <p>(Contact Accounting Services or Purchasing Dept) Enterprise Contract Effective 10/01/2015</p>	<p>Rental cars/vans must use the District's Contract. Enterprise/ National Car and Commercial Vehicle and Truck Rental Contract 16C-905A (State Contract No. 78111808-15-1).</p> <p>1) If a <u>school, athletic organization, band or club need to rent a commercial vehicle for school business</u>, they are required to rent through the Rental Contract agreement through Enterprise. The contract includes mandatory insurance coverage which cannot be waived.</p> <p>2) Any additional requests for vehicle use or rental not available through the Enterprise contract (including semi-tractor rentals) will need to be submitted to the Insurance Specialist, in Risk and Benefits Management who will review the request with Transportation Services. Please note that a special request requires 10 business days to review and approval is not guaranteed.</p>

30)	<p>Skateboarding</p> 	<ol style="list-style-type: none">1) Proper Supervision required.2) <u>Participant waiver needs to be signed PBSB 2448 or 2449/Appendix J.</u>3) Must wear proper safety equipment, to include helmet, knee pads and wrist guards.4) Verify the skate park meets the District's Insurance requirements.
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<p>31)</p>	<p>Sports Events or Sports/Summer Camps</p>  <p>(Not school-related) Adhere to SB Policy 6.28</p>	<p>1) A Risk Planning Tool PBSB 2498 (Appendix A) should be completed.</p> <p>2) If a School or School based organization chooses to sponsor activities or events that the School Board's Vendor Liability Insurance has excluded from coverage, (i.e. Athletic Events or Sports Camps) the Vendor or school based organization must purchase the necessary commercial general liability coverage and additional participant liability insurance for that activity. The School Board of Palm Beach County must be named as an additional insured.</p> <p>3) Vendor Liability Insurance only covers spectator liability. <u>Participant coverage is excluded under the District's Liability Policy.</u></p> <p>4) Lease agreement required.</p>
<p>32)</p>	<p>Swimming, Snorkeling and Water Activities</p> 	<p>1) <u>Certified Life Guard</u> required for all swim events along with adequate supervision. Adhere to all posted warnings for participation in the event.</p> <p>2) Participant waiver, PBSB 2448 or 2449 (Appendix J), needs to be signed.</p> <p>*See Water Field Trip Guide for more specifics on water activities.</p>
<p>33)</p>	<p>Transportation – Limousines, etc.</p>  <p>(Other than School Provided Transportation or Charter Buses)</p>	<p>1) Review Bulletin #P-13758 regarding restriction on use of 12 or 15 passenger vans for student transportation. SB Policy 2.40 (Field Trips) limits use of private transportation for students to vehicles designed for 10 or less occupants. Obtain a Certificate of Insurance with at least \$500,000 in Auto Liability coverage from vendor. Parents <u>must be notified via PBSB 2360 that Transportation is not via a school provided vehicle and on Field Trip Permission Slip.</u> Volunteer drivers complete PBSB 2362 and provide documentation.</p> <p>2) All drivers must be over the age of 18.</p>

<p>34)</p>	<p>Virtual Realities / Video Games</p> 	<p>1) Obtain a Certificate of Insurance and an endorsement naming the School Board of Palm Beach County as an Additional Insured on the policy.</p> <p>2) The vendor/service provider must also sign a Hold Harmless Agreement, PBSB 2496 (Appendix C). The Hold Harmless Agreement spells out the insurance requirements for the vendor/service provider.</p> <p>3) Advise the vendor to give a copy of the Hold Harmless Agreement to their insurance broker.</p> <p>4) <u>Content must be age-appropriate per ESRB.org ratings. Absolutely no “M” or “A” rated media allowed.</u></p>
<p>35)</p>	<p>Water Slides</p> 	<p>1) Complete Risk Planning Tool PBSB 2498 (Appendix A).</p> <p>2) Obtain a Certificate of Insurance and an endorsement naming the School Board of Palm Beach County as Additional Insured on the policy.</p> <p>3) The consultant/vendor/service provider must also sign the PBSB 1420 (Appendix B) and PBSB 2496 (Appendix C). PBSB 2496 spells out the insurance requirements for the consultant/vendor/service provider.</p> <p>4) Advise the consultant/vendor/service provider to give a copy of PBSB 2496 to their insurance broker.</p> <p><u>No homemade slides. You must rent from a vendor who has appropriate insurance.</u></p> <p><u>See Appendix D for more information on Inflatables.</u></p>

HOLD HARMLESS AGREEMENT AND INSURANCE REQUIREMENTS

In order for the School Board of Palm Beach County to be protected each Vendor/Service Provider must sign the Hold Harmless Agreement (Appendix C.) Each Vendor/Service Provider must also comply with the Insurance Requirement as listed in the Hold Harmless Agreement.

Most school based organizations are required to have their own general liability insurance. Each PTA should have acquired commercial general liability insurance. School sites should acquire a certificate of insurance from the school based organizations and have the School Board of Palm Beach County listed as an Additional Insured.

Insurance Requirements:

- **Workers' Compensation Insurance**
Required if the vendor has employees engaged in the performance of work under this agreement.
- **Commercial General Liability**
Required at limits of \$1,000,000 per occurrence, \$2,000,000 General Aggregate. This policy shall cover all risks, with the contractual liability assumed by the vendor/concessionaire/service provider under the indemnification provision set for in the agreement, and include Bodily Injury, Property Damage and Personal Injury.
- **Automobile Liability Insurance**
Required only if transporting students or if you are bringing automobiles onto District Property at the event. \$500,000 is the minimum limit.

In some instances participant coverage is required. Contact Risk Management at (561) 434-8634 if you have any questions.

If your vendor/concessionaire/service provider falls under (b) or (c), a Certificate of Insurance, (Appendix G) showing policy limits and the Additional Insured endorsement listing the School Board of Palm Beach County to the policy MUST be submitted with your contract or lease agreement.

***Everyone must adhere to Jessica Lunsford requirements (Appendix K).**

GREEN LIGHT ACTIVITIES

Approved activities and events are listed on the **GREEN** pages!

GREEN light activities are divided into two (2) categories:

Category #1 – Green light activities with school staff purchasing supplies and/or food and running the event. ** DOES NOT REQUIRE HOLD HARMLESS AND/OR INSURANCE (see below)

For example:

If the school has pizza delivered as a class reward then we do not need the insurance or hold harmless agreement. The exception for the insurance requirement, is for food delivery when it is to be served to students or staff. If it is to be used as a fundraiser it needs to meet the insurance and hold harmless requirements. However, if a vendor remains on site and actually serves the food and they have control of the process, then the insurance and hold harmless is required.

1) Those Green Light Activities (low risk, no leases and easy for schools to set up) that are run by the school and **do not** utilize the services of vendors **will not** have to meet insurance or hold harmless requirements.

Example #1: Restaurant delivers pizza and school sells or uses for a party or meeting

Example #2: Parent volunteer leads a program demonstrating line dancing and gets people to participate

Example #3: Craft fair – School sells tables for \$50 and parents can sell their crafts and keep the money.

Category #2 – Green light activities that are school sponsored with a vendor managing all or a portion of activities. ** WILL REQUIRE HOLD HARMLESS AND/OR INSURANCE (see below)

For example:

1) School sponsored event but with a vendor managing all or a specific activity will have to meet insurance and hold harmless requirements.

Example #1: A Restaurant delivers food and stays to keep it warm and sell it, whether or not the school makes a profit.

Example #2: Line dancing instructor is paid to come in and lead a dance program to participants at a rally or festival.

Example #3: A flea market hires an outside company and is paid to manage the flea market and organizes vendors who pay for the spots.

****Under no circumstances should any school-based organization sign a “Hold Harmless Agreement” for a vendor/service provider, or agree in any way that the school-based organization (PTA, PTO, Project Graduation) will be held responsible for liability:**

(1) Review all contractual arrangements very carefully and seek advice from the Legal Services prior to signing. (2) Vendors (if applicable) for these activities are still required to sign the Hold Harmless Agreement and provide the necessary Proof of Insurance and (3) meet Jessica Lunsford requirements (Appendix K).



LIST OF GREEN LIGHT ACTIVITIES



- After-School Treats
- Apple Bobbing
- Arts & Crafts Activities
- Auction/Silent Auction
- Bake Sales
- Bike Display & Bike Rodeo
- Bowling
- Broom Hockey
- Cake Walks
- Calendar Sales
- Candy Sales
- Christmas Tree & Wreath Sales (No Cutting)
- Colored Sand Painting
- Cookbook Sales
- Costume Carnival Costume Rentals
- Craft Fairs (Purse/Makeup Sales)
- Dancers and Dance Revolution
- Dinner (pasta, international BBQ, etc.)
- DJ's
- Enrichment Academic Only
- Fashion Show
- Fish Ping-Pong
- Football throw through a target
- Gift Wrap/Wrapping Sales
- Golf Tournament
- Greeting Card Sales
- Haunted House
- Hobby Shows/Car
- I.D. Bracelets
- Ice Cream Socials
- Karaoke



- Laser Tag
- Leg-A-Thon
- Line Dancing
- Magazine Sales
- Magic Shows
- Math Fair
- Mouse Trap Maze
- Movie Night
- Nerf Games
- Parent Education Workshops
- Pee Wee Golf
- Popcorn Sales
- Reading Night
- Ring Toss
- Role Reversal Plays
- Rummage Sales (All receipts go to PTA)
- Scarecrow Competition
- School Play
- Science Fair
- Silhouettes
- Skate Night
- Snack Food Sales
- Snow Day
- Spelling Bee
- Sponge Toss (Using goggles)
- Storytellers/Performers
- Talent Shows
- T-Shirt Sales
- Water Balloon Toss
- Water Bottle Sales
- Yearbook Sales



Quick Reference Sheet for Clean and **Green** Rides and Amusements for Special Events

The following rides and amusements are approved as **Green** light activities. This quick reference sheet is intended to assist schools in selecting approved activities. However, it is not an all-encompassing list.

From this list schools can hire vendors that meet Risk Managements Requirements for Ride and Carnival Event Vendors (including insurance) and request these rides without any other approval needed. Rides that are not on this list should be checked in the detailed sections of the **Special Events Guide** under **Green**, **Yellow** and **Red** light events.

All vendor furnished events **are required** to have **vendor-supplied attendants** for any and all amusement rides/activities. Attendant is to be with the activity from the point of set up, supervise while in use, and at tear down until it is removed from The School District of Palm Beach County property.

All vendors must adhere to the Jessica Lunsford Act (Appendix K).

1. **Game Trailers** – self-contained trailers that house a variety of activities or video type games. Content must be age-appropriate per ESRB.org ratings. Absolutely no “M” or “A” rated media allowed.

2. **Photo Booths** – booths or enclosures that provide pictures of users.

Note: Photos from booths are to be used for entertainment purposes only and not to be used by vendors or others for any purpose.

3. **Inflatable Obstacle Course** – that provide challenging and varied obstacles that participants will navigate from a beginning point to an end point. A minimum of two (2) attendants are required. **Note:** Zip lines or any mechanical features are prohibited.

4. **Laser Tag** – recommended to be played on turf grass or other non-hardened surface such as PE fields.

5. **Mini Golf** – clearly marked area.

6. **Carnival Games** – varied games of skill and chance usually played for a prize.

Note: NO darts or shooting games (see **Yellow** light events).

7. **Inflatable Slides** – slides shall be open and platforms are not to exceed 16 to 18 feet high.

Note: Slides are not to be set up on hard surfaces such as parking lots, courtyards of the school, or play-courts.

8. **Inflatable Bumper Cars** – in contained inflatable or padded areas self or low voltage battery propelled.

**Quick Reference Sheet
for Clean and Green Rides and Amusements for Special Events (Cont'd)**

- A. Employees of the proposing company need to comply with all Policies of the Jessica Lunsford Act (Appendix K). Employees other than delivery drivers need to be screened and display vendor ID badges while on District Property.
- B. Proposing companies need to comply with insurance requirements as follows and complete the Consultant Agreement Form #1420.
- C. Insurance Requirements:
- Workers' Compensation Insurance limits per Chapter 440 of Florida Statute: required if you have employees engaged in the performance of work under this agreement.
 - Comprehensive General Liability: \$1,000,000 per occurrence, \$2, 000,000 general aggregate required. **This policy shall cover all risks**, the contractual liability assumed by vendor/concessionaire/service provider under the indemnification provision set for in Section 11 of the Agreement, and include Bodily Injury, Property Damage, and Personal Injury. The School Board of Palm Beach County shall be named as an Additional Insured.
 - Automobile Liability Insurance: required only if you are providing transportation (e.g. limousine or bus service) or bringing automobiles onto District property at the event, **\$500,000 limit required**. If you subsection (b) or (c) apply to Consultant, a Certificate of Insurance (Appendix G) showing coverage for the policy limits and the additional insured endorsement to the policy MUST be submitted with your contract. The Consultant shall furnish a Certificate of Insurance, naming the School Board of Palm Beach County as an Additional Insured with General Liability Limits of at least \$2,000,000 per occurrence.
 - All insurance companies must have an A.M. Best's rating of A- VIII or better.
- D. **Proposing Companies should demonstrate by references or other means at least three (3) years minimum of school, municipality or commercial experience in the supplying, set-up and operation for the amusements or type of rides being proposed. Residential work does not qualify.**
- E. Proposing companies shall possess a current Business Tax Receipt for Palm Beach County.

APPENDICES

Appendix A..... Risk Planning Tool (PBSD 2498)

Appendix B..... Consultant / “Professional Services”
Agreement (PBSD 1420)

Appendix C..... Hold Harmless Agreement (PBSD 2496)

Appendix D..... Bounce House/Moon Walkers/Air Filled Slides

Appendix E..... Dunk Tanks or other Amusement Type Equipment

Appendix F Rock Climbing Walls or other Similar Equipment

Appendix G..... Certificate of Liability Insurance (*Sample*)

Appendix H..... Extra-Curricular Food/Vendor Requirements

Appendix I..... Board Policies with Links

Appendix J..... 1) PBSD Waiver Forms

..... 2) Minor Waiver PBSD Form #2448

..... 3) Adult Waiver PBSD Form #2449

Appendix K..... Jessica Lunsford

Appendix L Vetted Field Trips

Appendix A

(New PBSB 2498)



RISK AND BENEFITS MANAGEMENT

Risk Planning Tool

Special Events, School Activities, Field Trips, & Leasing

SELECT ONE CATEGORY: SPECIAL EVENT LEASE

Complete at a minimum of 15 days prior to the event being held on School District Campus

This tool is designed to assist you in being *risk informed* when planning your Special Event or Leasing your facility. Please be aware that the school sponsoring the special event/lease is the Risk Owner - this planning tool incorporates procedures and policy items to create strategic decisions for a safe leasing experience. This planning tool is designed to be used in coordination with the most recent copy of the Special Event Risk Planning Guide (SERPG) along with the policies and directives set by the School Board of Palm Beach County and each department.

Applicable School Board Policies:	
Policy 2.16 Policy 2.40 Policy 2.54 Policy 6.28 Policy 7.18 Policy 7.24	
Risk & Benefits Management:	
Special Event Risk Planning Guide (SERPG) - obtain from Risk Management	
Burn Permit Information	

Name of School or Facility	Website
Select One	Facebook Page (if applicable to event/company/vendor)

SPECIAL EVENTS CONTACT INFORMATION - Special Events, school activities or field trips

Special Events Audience: After School Program Directors, Clubs, Sponsors/Booster Clubs, Department Heads & Directors, Project Graduation Coordinators, Regional Offices, School Nurse Care Directors, School Based Admin, Summer Camp Directors.

Sponsor (see Info button if PTA/PTSA/PTO)			
Contact Name of Person Completing Tool	Title	Phone#	Email Address
Contact Name of Person Vendor #1	Title	Phone#	Email Address
Contact Name of Person Vendor #2	Title	Phone#	Email Address
Contact Name of Person Vendor #3	Title	Phone#	Email Address

* Attach additional vendor information using the "Attach PDF" button on page 6

LEASING CONTACT INFORMATION - Type of Applicant Individual For Profit Entity Not for Profit Entity

Leasing Audience: Directors, Lessees, Leasing Coordinators, Principals, PTA/PTSA/PTO, Regional Offices

Name of Lessee (PTA/PTSA/PTO, Booster Club, For Profit Educational Services provider, etc.)			
Contact Name of Person Completing Tool	Title	Phone#	Email Address
Contact Name of Person Leasing Facility	Title	Phone#	Email Address

Appendix B (PBSD 1420)



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

School District Consultant Agreement

Agenda Item #	Board Meeting Date
Contact Name and PX	
School/Department Name	

Agreement between the School Board of Palm Beach County and:

THIS AGREEMENT is entered into this _____ day of _____, 20____ by and between the SCHOOL BOARD OF PALM BEACH COUNTY, hereinafter referred to as "Board" and _____, hereinafter referred to as "Consultant".

WHEREAS, the Board desires to enter into this Agreement with the Consultant, providing, among other things, for the Consultant's services to the Board; and
 WHEREAS, the Consultant desires to enter into this Agreement with respect to his/her (hereinafter his) services to the Board, upon the terms and conditions hereinafter set forth;
 WHEREAS, the Consultant is specially trained and possesses the necessary skills, experience, education and competency, and licenses or credentials to perform the required services. NOW, THEREFORE, the Board and the Consultant agree as follows:

1. **TERM** The term of this Agreement shall commence on _____ and shall end on _____
2. **RESPONSIBILITIES OF CONSULTANT**
 - A. The Consultant shall perform the following services:

SAMPLE ONLY!

B. Time, date, and location of services:

3. CONSULTANT BACKGROUND INFORMATION

Name of individual who will perform the services _____
 Education _____
 Position and Address _____
 Targeted Group/School/Department _____
 Approximate Number to be Served _____

4. EVALUATION/FOLLOW-UP METHOD

Evaluation of the consultant shall be provided by _____
NAME & TITLE OF THE CONSULTANT'S DISTRICT SUPERVISOR/EVALUATOR
 the School District at regular intervals and in accordance with the attached evaluation too, Exhibit "B".

FINANCIAL IMPACT

The financial impact is _____
 The source of the funds is _____

DEPT	FUND	FUNC	ACCT	PROGRAM	BUDG. MGR.	LOCAL CODE	AWARD YEAR

Appendix D

BOUNCE HOUSES / MOON WALKERS / AIR FILLED SLIDES OR EQUIPMENT

**All inflatable equipment must be set up and anchored to the manufacturer's specifications.
Do not set up over hard surface.**

The Vendor shall:

- 1) *Verify that there is no lead based paint used on the inflatable.*
- 2) *Provide inflatables with "Finger Safe" netting that is small enough that little fingers cannot fit in the openings, but still easy to see through.*
- 3) *Provide equipment with Deflation/Rapid Collapse Prevention – inflatables must have a "safety flap" on the blower tube that closes if blower pressure stops. A blower alarm system must be used to alert the vendor of interruption of airflow to unit. Primary concern is the ability to safely/properly evacuate the inflatable if the vendor is unable to correct the blower problem. Inflatable slides must have a sealed chamber per the consumer products safety commission to prevent rapid collapse.*
- 4) *Have an emergency plan in place and include as part of their operator training.*
- 5) *Provide trained employees to supervise all students and participants when using the inflatable(s) the entire time.*
- 6) *Provide the school, PTO/PTA/Booster Club, or Facility User with a written copy of the equipment's maximum Height and Weight limitation in operation, maximum number of occupants, and required cubic feet per minute (CFM) of air that must be maintained during use.*
- 7) *Show the school, PTO/PTA/Booster Club, or Facility User all air intake areas, CFM measuring equipment on the unit, all tie down areas, and verify the unit is secure and properly fastened to the ground. The areas may require a minimum safe operation distance from any passerby and the vendor must provide the school, PTO/PTA/Booster Club, or Facility User with details regarding safe distances.*
- 8) *Complete a written agreement listing their equipment as well as complete the Hold harmless Agreement for Vendors/Service Providers.*
- 9) *Provide the school, PTO/PTA/Booster Club, or Facility User with a certificate of insurance with at least \$ 2,000,000 in general liability coverage and at least statutory limits for Workers Compensation Coverage. The certificate shall name the School Board of Palm Beach County as additional insured to the General Liability policy.*
- 10) *Vendor cannot require a student, participant or the school to sign a waiver of liability.*
- 11) *Manufacturers set up manual needs to be on site with equipment.*
- 12) *Mechanical compensator zip lines not allowed.*
- 13) *Not to exceed 16-18 feet high.*
- 14) *Vendor shall bring equipment, set up, supervise and tear down. There is no "Drop & Go" of equipment allowed.*

The school, PTO/PTA/Booster Club, or Facility User shall:

- 1) *Provide additional supervision on the operation of the inflatable units.*
- 2) *Carefully view and observe the equipment for any potential safety hazards. This could include tears, filth, or similar unkempt issues. Prior to use the vendor should repair and/or clean these areas to you satisfaction. If equipment cannot be repaired or cleaned it should not be used.*

**If you need further clarification and/or review of your activity, please send documentation to
Risk Management Insurance Specialist and the Safety Technician for your school.**

Appendix E

DUNK TANKS OR OTHER AMUSEMENT TYPE EQUIPMENT

All equipment should be set up according to the manufacturer's recommendations:

The vendor shall:

1. **Adhere to the equipment's maximum weight limitation in operation that must be maintained during use according to manufacturer's specifications.**
2. **Inspect the tie down or set up details to make sure the unit is securely fastened to the ground.**
These areas may require a minimum safe distance from any passersby and the vendor must provide details regarding safe distances.
3. **Provide trained employees to supervise all students and participants when using the equipment and provide details to trained employees on how to properly supervise children when in, on, or around the equipment. The vendor should make sure those providing supervision are doing so according the manufacturer's recommendations, also manufacturer's manual shall be on site with equipment.**
4. **The vendor should, after set up, be the sole operator of the equipment from start to finish.** The only individual authorized to operate the vendor's equipment or verify students are safely participating in the unit prior to and/or during operation is the vendor or vendor's employees.
5. **Complete a consultant agreement listing their equipment as well as complete Hold Harmless Agreement found in this manual and provide it to the school, PTO/PTA/Booster Club, or Facility User.**
6. **Provide school, PTO/PTA/Booster Club or Facility User with a certificate of insurance with at least \$2,000,000 in general liability coverage and at least statutory limits for Workers Compensation Coverage. The certificate shall name the School Board of Palm Beach County as additional insured to the General Liability policy.**
7. **Not require any student, participant, or the school to sign a waiver of liability.**
8. **Vendor shall bring equipment, set up, supervise and tear down. There is no "Drop & Go" of equipment allowed.**

The school, PTO/PTA/Booster Club or Facility User shall:

1. **Make sure students are not allowed to be in the dunk tank at any time. (Supervision may only be provided by Vendor's trained employees.)**
2. **Obtain Form PBSB 2449 fully completed by the adult participant.**
3. **Carefully view and observe the equipment for any potential safety issue. This could include rusted gears, equipment that fails to operate properly, metal areas that could expose people to injury, rust, and tears in the seating area, filth, or unkempt issues. Prior to use the vendor should repair and/or clean these areas to your satisfaction. If the items cannot be repaired or cleaned the equipment cannot be used. Use fresh clean water.**
4. **Obtain all the documents listed above.**
5. **Once the vendor sets up the equipment, the vendor shall actively supervise students or participants waiting to utilize the equipment, which includes making sure maximum occupancy is not violated.**

Please send documentation to Risk Management Insurance Specialist, and the Safety technician for your school if you need further clarification and/or review of your activity.

Appendix F

ROCK CLIMBING WALLS OR OTHER SIMILAR EQUIPMENT

All equipment should be set up according to the manufacturer's recommendations:

The vendor shall:

1. **Adhere to the equipment's maximum weight limitation in operation that must be maintained during use.**
2. **Inspect the tie down or set up details to make sure the unit is securely fastened to the ground.** These areas may require a minimum safe distance from any passerby and the vendor must provide details regarding safe distances around the equipment that participants or spectators must stand.
3. **Provide trained employees to supervise all students and participants when using the equipment and provide details to trained employees on how to properly supervise children when in, on, or around the equipment. The vendor should make sure those providing supervision are doing so according the manufacturer's recommendations. Manufacturer's manual shall be onsite with equipment.**
4. **The vendor should, after set up, be the sole operator of the equipment from start to finish. The only individual authorized to operate the vendor's equipment or verify students are safely harnessed in the unit prior to and/or during operation is the vendor or vendor's employees.**
5. **Complete a consultant agreement listing their equipment as well as complete Hold Harmless found in this manual and provide it to the school, PTO/PTA/Booster Club, or Facility User.**
6. **Provide school, PTO/PTA/Booster Club or Facility User with a certificate of insurance with at least \$2,000,000 in general liability coverage and at least statutory limits for Workers Compensation Coverage. The certificate shall name the School Board of Palm Beach County as additional insured to the General Liability policy.**
7. **Vendor cannot require any student, participant, or the school to sign a waiver of liability.**

The school, PTO/PTA/Booster Club, or Facility User shall:

1. **Obtain Form PBSB 2448 or PBSB 2449 (Appendix I) fully completed by the parent or legal guardian of the participant.**
2. **Carefully view and observe the equipment for any potential safety issues or other similar unkempt issues that could expose students or others to injury. Prior to use the vendor should repair and/or clean observed safety issues to your satisfaction. If the items cannot be repaired, the equipment cannot be used**
3. **Once the vendor sets up the equipment, the vendor shall actively supervise students or participants waiting to utilize the equipment, which includes making sure maximum occupancy is not violated.**

Please send documentation to Risk Management Insurance Specialist, and the Safety technician for your school if you need further clarification and/or review of your activity.

Appendix G (Continued)

FY 21 LESSEE EXAMPLE



CERTIFICATE OF LIABILITY INSURANCE (1)

DATE (MM/DD/YYYY)
07/01/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Beacon Group, Inc. 6001 Broken Sound Pkwy., N.W. Suite 500 Boca Raton FL 33487-2730	CONTACT NAME: PHONE (A/C, No, Ext): (561) 984-9994 FAX (A/C, No): (561) 997-7087 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: ABC Insurance Company INSURER B: 123 Insurance Company INSURER C: 000 Insurance Company INSURER D: INSURER E: INSURER F:
INSURED Sample Named Insured ← Lessee Street Address Company Name City State Zip Code (2)	

COVERAGES **CERTIFICATE NUMBER:** CL209209916 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADU/INSR	SUBR/ WVD	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
(3)	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC OTHER:	X		123564 Check Effective and Expiration Dates → (4)	(5) 07/01/2020	(6) 07/01/2021	EACH OCCURRENCE \$ 1,000,000 (7) DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 (8) PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 (9) PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
(10)	AUTOMOBILE LIABILITY If Applicable <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> OTHER:	X		5436579 Verify Coverage Limits	07/01/2020	07/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
(11)	Participant Coverage			123456	07/01/2020	07/01/2021	Limit \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

(14) Blank or Description of Operations

CERTIFICATE HOLDER School Board of Palm Beach County 3300 Forest Hill Boulevard West Palm Beach, FL 33406 (12)	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE (13)
---	--

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ACORD 25 (2016/03)

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HOW TO CHECK CERTIFICATES OF INSURANCE

(Updated for SY 2018/2019)

Reviewing certificates of insurance is important. It is a vital practice in assisting Risk Management with claims management. Please refer to the attached sample Certificate of Insurance (COI), and note the following **general** guidelines when reviewing vendors' certificates of insurance for compliance.

Each guideline is reflected in the attached sample certificate of insurance by corresponding number:

- 1) The date of the certificate was issued should not be more than 30 days from the date of its request. Check with the Insurance Specialist prior to using a COI issued for a prior event or different event date(s).
- 2) **The name of the "INSURED" must be the name of the entity with whom we are contracting,** unless noted in the Description of Operations section explaining the relationship (i.e. ownership) between the insured and the party you are contracting with.
- 3) The Commercial General Liability (CGL) form generally should be provided on an "Occurrence" basis, and the box should be checked for that form. The "**Claims Made**" form **is not acceptable**, contact the Insurance Specialist if you notice a "Claims Made" has been indicated and the box is checked. It is required by that the School Board of Palm Beach County be listed as "**Additional Insured**". This must be shown in the box marked **ADDL INSR.**
- 4) A "**Policy Number**" should be indicated in the Policy number box.
- 5) The "**Effective Date**" should be no later than the lease / event agreement date or the first date that the vendor begins leasing the facility or the event date.
- 6) The "**Expiration Date**" should not be prior to the event date and be monitored to ensure that the renewal certificates of insurance are received on a timely basis. Especially if it is an annual "full year" lease or ongoing school event.
- 7) The Limits of Liability for damage to rented premises "**Each occurrence**" must be at least \$100,000 and should indicate all of the required coverage (i.e. "products-completed operations").
- 8) The Limits of Liability for "**Med Expense**" should be not less than \$ 5,000 any one person. This provides accident coverage for participant. As an option, if "Med Expense" is excluded, Participant Accident coverage may be shown as a separate policy.
- 9) Business automobile is required **only if bringing automobiles on School Board property as part of an event. Automobile liability, if applicable, needs to be properly marked in the additional insured box. The combined single limit is a minimum of \$500,000.** Please note that in some instances the proof of coverage will be submitted from a different carrier on a separate certificate of insurance. It is required by that the School Board of Palm Beach County be listed as "**Additional Insured**".

Appendix G (continued)

- 10) Workers Compensation is required only if **“Lessee/Vendor” will have employees engaged in work and on the premises under this Agreement.** Workers compensation and employers liability in accordance to and in compliance with Chapter 440, Florida Statutes.
- 11) **Participant coverage is required for any type of athletic activity.** Sometimes this coverage will be purchased separately and a separate coverage sheet will be presented. The limit is \$25,000.
- 12) The Certificate Holder must be listed as **The School Board of Palm Beach County,** 3300 Forest Hill Boulevard, West Palm Beach, FL 33406.
The School District is not a legal entity. It must say School Board.
- 13) **The certificate should be signed** by the insurance agent or an insurance company representative.
- 14) **This box can be left blank and or a description of activities.** It may also state that the Certificate Holder is an **Additional Insured. Please remember to keep a copy of the Certificate of Insurance with your lease!!**
- 15) **Some auto insurance coverage is written with companies that use their own forms. (Not this Acord 25 example.) Our requirements must still be clearly met on their form.**

HOW TO REPORT A CLAIM FOR “VENDORS LIABILITY”

If you learn of an incident that happened while your facility was being “leased” by a Vendor, you must report the incident to Risk Management.

- 1) Claims reporting for Vendor Liability or any Lessee should be done on the Student or Visitor Accident Report (PBSD 0335). This form is accessed through e-forms and it is routed to Risk Management. Please contact Risk management in regards to the incident if it appears severe. Be prepared to have the date, time and location of the loss, details of the incident/accident and name, address and phone numbers of involved parties.
- 2) Property Damaged to rented/leased premises should be reported to the Insurance Specialist and your FMC. If applicable, please retain the name of law enforcement agency or fire department along with the incident/report number.

HOW TO REPORT A CLAIM FOR “EVENT INJURY or PROPERTY DAMAGE”

- 1) Claims reporting for ANY INJURY should be done on the Student or Visitor Accident Report (PBSD 0335). This form is accessed through e-forms and it is routed to Risk Management. Please contact Risk management in regards to the incident if it appears severe. Be prepared to have the date, time and location of the loss, details of the incident/accident and name, address and phone numbers of involved parties.
- 2) Property Damage to the facility by a vendor should be reported to the Insurance Specialist and your Facilities Maintenance Coordinator (FMC). If applicable, please retain the name of law enforcement agency or fire department along with the incident/report number.

Appendix H

EXTRA CURRICULAR FOOD VENDOR REQUIREMENTS

If you plan to use the service of a mobile food vendor at school functions such as football games or fairs, there are specific requirements that must be followed.

If the Vendor sells food only on School property for events such as football games and **does not** sell food commercially to the general public outside of School events, then the vendor must provide the school with copies of the following documents prior to the event:

- **A license from the Florida Department of Health, Florida Department of Agriculture or the United States Department of Agriculture;**
- **A current Local Business Tax Receipt issued in Palm Beach County;**
- **Appropriate insurance and the completion of the District's Hold Harmless Agreement for Vendors & Service Providers for events held on District property**

If the Vendor **DOES** sell food to the general public outside of school events, then in addition to the requirements listed above, the vendor must also be licensed by the Department of Business and Professional Regulation (DBPR). If you or the vendor have specific questions about this requirement, please contact the DBPR at 850-487-1395 or review the policies for public food service establishments at www.myfloridalicense.com. **Further, the vendor must provide a Certificate of Insurance showing their General Liability/Auto Liability/Workers Comp insurance per Appendix G.**

Cooking Outside (BBQ)

Provide a barrier around the cooking equipment to prevent accidental contact and/or tipping over. Store charcoal, lighter fluid and propane in a flammable storage cabinet or inside of a non-combustible building. Do not store materials inside of a wooden frame concession building. Inspect condition of propane gas tank, grill, valve and supply hose.

If your school is operating its own concession stand you are not required to have an FDOH Sanitation Certificate (food hygiene permit) if serving only pre-packaged, catered meals which have been prepared in an approved food establishment and where no storage, re-heating, refrigeration, or re-service of the food takes place on site. If, however, the school's concession stand does serve food that is prepared at the concession stand or purchased from/prepared at a different location and further prepared (heated, plated, repackaged, etc.) at the concession stand, then a Florida Department of Health Sanitation Certificate is required.

Appendix H (continued)

Food Trucks Requirements

Info List

1. License from the Florida DBPR and accompanying current health inspection for mobile kitchen. Please see http://www.myfloridalicense.com/dbpr/hr/licensing/GT_MDFV.html for who needs a license or not.
2. Current Local Business Tax Receipt in Palm Beach County.
3. Signed Hold Harmless Agreement (PBSD 2496) for vendors & service.
4. Appropriate Insurance- General Liability Policy naming the School Board of Palm Beach County as additional insured.
5. Appropriate Insurance- Auto Policy naming the School Board of Palm Beach County as additional insured.
6. Meet Jessica Lunsford Requirements for badging.
7. *Fire Inspection certificate (if required) for trucks with fire suppression systems. MFDVs (Mobile Food Dispensing Vehicles) are required to install a portable fire extinguisher on each vehicle equipped with heat producing appliances. The local fire safety authority may require the MFDV to have an automatic fire suppression system installed over cooking equipment if grease laden vapors are produced.*
http://www.myfloridalicense.com/dbpr/hr/forms/documents/application_packet_for_mfdv_plan_review.pdf

Suggested Messaging to Food Truck Vendors

1. All participants must hold a current, active mobile food vendor license must not be the subject of any pending disciplinary activity.
2. All participants' trucks may be subject to a full inspection.
3. Each vendor will be responsible for providing a trash can and a power source to his or her vehicle,(e.g., generator). Electrical outlets may not be available for this event.
4. Each participant's vehicle or unit must stay in its assigned spot for the duration of the event.
5. Alcohol will not be sold, served or consumed at this event.
6. Spaces are available on a first come, first serve basis.

Explanation:

The risk management concerns are property damage done to the school with a commercial vehicle as well as if someone gets food borne illness from one of the trucks. We also want to prevent someone from being injured by the vendor's equipment or personnel. Our role is to protect our students, staff and visitors. This will transfer the risk to the food vendor; therefore, we need them to be insured.

Reminders:

1. Obtain a Certificate of Insurance and an endorsement naming the School Board of Palm Beach County as Additional Insured on the policy. The vendor/service provider must also sign a Hold Harmless Agreement PBSD 2496 (Appendix C). The Hold Harmless Agreement spells out the insurance requirements for the vendor/service provider. Advise the vendor to give a copy of the hold harmless agreement to their insurance broker.
2. This activity should not conflict with School Food Service (Policies 6.185 and 6.27) and it should comply with all Department of Health guidelines.

INSURANCE REQUIREMENTS from the Hold Harmless Agreement:

Workers' Compensation Insurance is required if you have employees engaged in the performance or work under this agreement.

1. Commercial General Liability required \$1,000,000/\$2million. This policy shall cover all risks, the contractual liability assumed by vendor/concessionaire/service provider under the indemnification provision set for in the agreement, and include Bodily Injury, Property Damage, Personal Injury. The Palm Beach County School Board shall be endorsed as an additional insured to the policy and a copy of the certificate shall be submitted with the lease or contract.
2. Automobile Liability Insurance is required only if you are providing transportation (e.g. limousine or bus service) or bringing automobiles onto District property at the event. \$500,000 limit is required. For example food trucks, commercial trucks etc. The Palm Beach County School Board must be an Additional Insured.

Appendix I



Board Policy 2.16 - Fund-Raising Activities

Board Policy 2.40 - Field Trips

Board Policy 2.54 - One-Stop Film Permitting

Board Policy 6.28 - Comprehensive Liability for Summer Camps/Day Care

Board Policy 7.18 - Community Use of School Facilities

Board Policy 7.185 - Community Use of School Board Swimming Pool Facilities

Board Policy 7.24 - Animals on District Property

Bulletin P 18-108 COO – Required Event Disclaimer for Leases



Appendix J (continued)

(PBSD 2449)



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Release/Waiver of Liability and Hold Harmless Agreement for an Adult (Participant 18 Years of Age or Older)

Directions: Complete this form and return it to your school.

I _____, have been informed and know the risks involved in participating in this _____ event, and understand that serious injury, and even death, is possible in such participation and I choose to accept such risk. I voluntarily accept any and all responsibility for my own safety and welfare while participating in this event, with the full understanding of the risks involved. I hold harmless and release the SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA, ITS REPRESENTATIVES, MEMBERS, OFFICERS, EMPLOYEES, VOLUNTEERS, CONTRACTORS AND/OR AGENTS of any and all responsibility and liability for any injury or claim resulting from my participation in this event.

In consideration for being allowed to participate in the _____ event, I, for my heirs, executors and administrators, release and forever discharge the SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA, ITS REPRESENTATIVES, MEMBERS, OFFICERS, EMPLOYEES, VOLUNTEERS, CONTRACTORS AND/OR AGENTS of all liability, claims, actions, damages, and/or costs/expenses I may have against them, arising out of or in any way connected to my participation in this event on (date) _____. I understand that this release/waiver of liability applies to my claim, which is based upon the negligence, actions or inactions of those referenced to include the SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA, ITS REPRESENTATIVES, MEMBERS, OFFICERS, EMPLOYEES, VOLUNTEERS, CONTRACTORS AND/OR AGENTS.

I HAVE READ THIS CAREFULLY, UNDERSTAND IT AND KNOW IT CONTAINS A RELEASE/WAIVER OF LIABILITY.

Participant Signature

Date

Participant Print Name

Appendix K

Risk Management Requirement for Vendors

Jessica Lunsford ACT

- As a reminder the school must comply with Jessica Lunsford Act any vendor and staff must be badged to be on the property.
- The vendor also needs to be with the **item/event from set up to tear down**, each item/event requires a staff member.
- If **vendor/ staff if not badged** see below from Legal Services:
“Volunteer background check must be conducted; and requires direct supervision by a District employee who has undergone the Level II check.”

Jessica Lunsford Act

On June 20, 2007, the Governor signed into law Senate Bill 988, Relating to High Risk Offenders. The bill, effective on July 1, 2007, requires specific notations on the driver's licenses of sexual predators, and established standards and procedures related to the background screening of individuals who provide contracted non-instructional services to Florida public schools or districts.

The sections of Florida law pertinent to the screening of individuals who are vendors or contractors with a Florida public school or district as amended or created by [Senate Bill 988](#), may be accessed at:

- [Section 1012.465, Florida Statutes](#)
- [Section 1012.467, Florida Statutes](#)
- [Section 1012.468, Florida Statutes](#)

NOTE: this applies to anyone that is on the campus.

Appendix L

This table is provided to help review activities to assist you in planning events/ field trips.

The comments are from the Safety Technicians from the District. This is as of 7/15/2016.

- Green highlighted cells indicate companies, sights or locations vetted by Risk Management Safety Technicians.
- Yellow highlighted cells indicate that these companies, sites, or locations require parents to sign a waiver before students can participate in events provided by these companies.
- Red highlighted cells indicate companies, sights or locations vetted by Risk Management Safety Technicians that are not recommended for use by the Palm Beach County School District.

VENUE/LOCATION	Comments	Parent Waiver Req'd Y/N?	Brief Venue Description
All Star Events	No Need to Vet		Bounce House Vendor - Clean & Green
Atlantis Skate	No Need to Vet		Skating Rink
Billie Swamp Safari	Everglades airboat ride and alligator program. Photo's holding alligators available. PBSCD should require parental permission for optional photo.	N	Airboat & swamp buggy rides through everglades & and tree hammock. A variety of wild life & foliage displays in both natural and controlled settings.
Black Sparrow Adventures	Inter-coastal - around Peanut Island 60 min program	N	Water Vessel - On deck instruction and games
Bluefoot Pirate Adventures	FT Lauderdale based company	N	Water Vessel - On deck instruction and games
Boomers	Vetted by DD - OK	N	Indoor Arcade & Bounce Houses

Cooking Matters/FLIPANY	Affiliated w/ Prime Time PBC	Y	Nutrition Camp/Taste Testing/Students don't Cook
Dave and Busters		N	<i>(don't believe waiver is required)</i>
Digital Vibes	No need to vet		Dance Program
Everglades Holiday Park/Gator Boys	Everglades airboat ride and alligator program. Photo's holding alligators available. PBSCD should require parental permission for optional photo.	N	Airboat Ride and Alligator Ed. Program
Fitness Festival	Two Day Event sponsored by Palm Beach County Sports Commission, Hands on Sports demonstrations	Y	Palm Beach County Sports Commission, various sports demonstrations to promote interest in sports held in PB convention center
Florida Fishing Academy	Affiliated w/ Prime Time PBC	Y	Indoor Fishing Lessons/Boat Fishing
Fun Depot		N	<i>(don't believe waiver is required)</i>
Fun Fitness	Affiliated w/ Prime Time PBC	N	YMCA - Instructors come to camp for events. Instructors are independent contractors and carry their own liability ins. Instructors are badged w/Level 2 screening
Funderdome	Did not complete vetting program in 2015, Has requested a new review in April 2016.		Ropes Style Course, Rock Wall, etc...

Funky Fish Ocean Camp	CPR Level 2 Screening for Palm Beach County location	Y	Snorkeling, Paddle Boards, Water Activities, Ocean /Beach
Galaxy Skateway	No Need to Vet		
Gator Boys	See Everglades Holiday Park - ABOVE	?	Airboat Ride (?) with possible wild animal interaction
Go H2 Flo	Personally observed surfing and skateboarding, safety is priority with this company.	N	Surfboarding & Skateboarding
Grassy Waters Preserve	County Park	N	FL Outdoors guided activities
iFly Indoor Skydiving	Not Recommended		Indoor "skydiving"
Island Water Sports	Non-responsive to multiple requests for information		Surfing (?)
Joey's Outback	Will not eliminate waiver requirements	Y	Indoor Arcade & Bounce Houses
Jump Zone	Not Recommended	Y	Trampolines, Slides, & Zip Line
Jungle Island	See Parrot Island - ABOVE	N	Zoo w/animal theaters & other attractions
Jungle Queen			
Junior Achievement-Biz Town	No need to vet		
Jupiter Pointe Paddle	Paddle Boarding, Fishing and related activities at company owned Facility on Inter-coastal waterway.	Y	Stand Up Paddling

Laser Quest		N	Laser Tag w/ Small Arcade - No food - Can have Pizza Delivered by Papa John's
Lego Land	No Need to Vet - Like taking campers to Disney World		Amusement Park
Lion Country Safari		N	Drive thru zoo & other animal events, now has water park where students can run thru different events.
Loxahatchee River Tour			
Miami Seaquarium	* waiver required for optional "Sharkies Sky Trail" should be prohibited, harness above ground ride. Seal feeding available as optional activity.	Y *	Marine Animal Shows and ed. Programs.
Monkey Joes	Will not eliminate waiver requirements	Y	Indoor Arcade & Bounce Houses
Monster Mini Golf	No Need to Vet		Mini Golf
Off The Wall	Not Recommended,	Y	Trampoline & Dodge ball
Palm Beach Skate Zone	Their release form: <ul style="list-style-type: none"> No employee signs on behalf of student If parent doesn't 	Y	Skating Rink

	sign, student can't go		
Parrot Jungle	See Jungle Island - BELOW	N	Zoo w/animal theaters & other attractions
Planet Air	Not Recommended	Y	Trampoline, Bungi-Jump, Zip Line, Gyro Chair,
Rapids Waterpark		N	Waterpark w/slides, lazy river & wave pool
Riverbend Park-Aquatic Wonderland	This location is part of the County Regional Parks	Y	
Sawgrass Recreational Park	<i>Broward City School Board Approved</i>	N	FL Outdoors guided activities
Sky Zone	Not Recommended		Trampolines
South Florida Bounce and Slide	Not Recommended		Bounce House Vendor
Sports Complex	Affiliated w/ Prime Time PBC		Inadequate Name - Will Check
Sports Party Planet	See Sports Planet - ABOVE	Y	
Sports Planet	Business is Closed		Paint Ball/Laser Tag
Tree Top Trek	Not Recommended	Y	Zip-Line Adventure
Under Blue Water	Instructors 4-1 ratio follow ACA standards CPR/First Aid, Level 2 Background screening	Y	Snorkeling, Paddle Boards, Water Activities, Ocean /Beach
Various County Pools	No Need to Vet		
Various County Waterparks	No Need to Vet		Calypso Bay, Coconut Cove, etc.
Wow Factory	Vetted in May 2014	?	
XBK Zone	Not Recommended	Y	Extreme Indoor Go Karts

