

Santa Rosa County District Schools

Special Event/Facilities Use Request Guidelines Packet

SCHOOL-SPONSORED GROUPS

(School-run Fall Festival, Food Trucks for Teacher Appreciation, STEAM Night Using Vendors)

Throughout the year, special events may be organized on district grounds for fundraising or other functions pre-approved by the district. This packet should be used as a guide for SCHOOL-SPONSORED Special Events. These events should be limited to one-time or annual events.

School-Sponsored Events

The school organization (e.g., Literacy Committee, ROTC, SGA) must first coordinate the event with the School Principal or site-based administrator. The organization must confirm with the school that the date, location, and appropriate personnel (if applicable) are available. Included in this packet is a student permission form if the school needs to utilize this document for the event.

Special Event Requests must be completed by the organization (if applicable) and signed by the Principal/Assistant, and then received by Risk Management for review by the District at least eight (8) weeks prior to the event. Many events you host may not rise to the level of the some of the documentation herein. For example, if you are internally hosting a STEAM night, serving pizza and soft drinks you are providing, and have no outside vendors, you do not need to complete this process. If you are having a STEAM night, having Emerald Coast Wildlife Rescue participate, and having food trucks available for students/families, you should follow the procedures herein. The district liability policy provides general liability coverage, but it is important for us to also secure coverage documentation for any vendors operating on our properties.

Special Event Requests may be accepted/rejected at the sole discretion of the District.

- Approval for the event must begin with the Site Administrator.
- Organizations should follow the guidelines contained herein.

- District review and approval for any group/business coming onto campus including but not limited to the following:
 - Use of electricity, gas, propane
 - Inflatables, booths, rides of any type (no “carnival” rides permitted)
 - Live animals other than domestic pets
 - Any group/business serving food
 - Any event involving higher risk such as rock walls, objects being thrown, use of arrows, machinery, etc.
- Participating companies that exchange funds with the school or charge participants for services (food, rides, etc.) must meet the following requirements:
 - i. Become a vendor with the district.
 - ii. Provide requested insurance certificate.
 - iii. Follow procedures for all employees/workers to be fingerprinted and badged, *unless the vendor’s employees will be accompanied at all times by a badged vendor or school board employee. If the vendor/employee is not badged, the school should follow visitor screening protocols.*
 - iv. Be in compliance with federal, state, local certifications for the business operations.

For all school-sponsored events using the services of an outside vendor, the outside vendors must be listed on the Special Event Request form. Additional requirements will apply. All outside vendors must adhere to the following:

- Complete and sign the required Special Events Outside Vendor Form, including the release and indemnification;
- Provide a Certificate of Insurance meeting the requirements listed on the Special Event Outside Vendor Form. The Santa Rosa County School District shall be listed as an additional insured and certificate holder;
- Provide a current Business Tax Receipt/License issued by Santa Rosa County, Florida;

- If applicable, provide licensure from the Department of Business and Professional Regulation, Department of Agriculture and Consumer Services, Department of Health, or other agency; and
- Employees or agents of all outside vendors listed on the Special Events policy must be fingerprinted and cleared by the District prior to the event (*unless the vendor's employees will be in the line of sight at all times by a badged vendor or school board employee. If a vendor's employee is not badged, the school should follow visitor screening protocols, even if he/she will be in the line of sight of a badged vendor or school board employee at all times.* Upon clearance, a vendor badge will be issued. The badge must be worn throughout the special event. For more information on the badging process, please contact Tobin Faciane in Risk Management (facianet@santarosa.k12.fl.us).

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| Sponsoring Organization Submittal Checklist (additional information may be required) |
| <input type="checkbox"/> Completed Special Event form if applicable. Otherwise, the site administrator assumes responsibility and oversights the activity. |
| When Sponsoring Organization is Utilizing Service of an Outside Vendor |
| <input type="checkbox"/> Special Event Outside Vendor Form <input type="checkbox"/> Outside Vendor Tax Receipt/License <input type="checkbox"/> Outside Vendor Applicable Licensure <input type="checkbox"/> Certificate of Insurance from Outside Vendor listing Santa Rosa County School Board as the additional insured and certificate holder <ul style="list-style-type: none"> ▪ Commercial General Liability with a minimum of \$1,000,000 per occurrence ▪ Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence |

Santa Rosa County School District Special Event Request Form

School/Facility: _____ Date of Request: _____

Date of Event: _____ Start Time of Event: _____ End Time of Event: _____

Name of Sponsoring Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Representative: _____

Phone Number: _____ Email address: _____

General Liability Coverage*: Yes ____ No ____

Insurance Company: _____ Policy Number: _____

Description of Event (attach additional pages with full detailed description):

Requesting Goods/Services of Outside Vendor: Yes ____ No ____

Approximate Number of People Expected to Attend: _____

Type and Number of Facility/Room(s) Needed (e.g., auditorium, stadium, classroom):

Specific Needs for Event: _____

I HEREBY CERTIFY that I have received, read, and affirmed the requirements for utilizing school facilities for a special event. I will be responsible for this activity from beginning arrangements through final cleanup and restoring the facility to its original state.

 Signature of Sponsoring Organization Representative

 Date

 Signature of School Principal/Site-Based Administrator

 Date

List All Outside Vendors and the Goods/Services Provided. Special Event Outside Vendor

Forms and required documentation must be included in the submittal.

1. Vendor Name: _____ Food Vendor: Yes ___ No ___

Good/Service: _____

2. Vendor Name: _____ Food Vendor: Yes ___ No ___

Good/Service: _____

3. Vendor Name: _____ Food Vendor: Yes ___ No ___

Good/Service: _____

4. Vendor Name: _____ Food Vendor: Yes ___ No ___

Good/Service: _____

5. Vendor Name: _____ Food Vendor: Yes ___ No ___

Good/Service: _____

6. Vendor Name: _____ Food Vendor: Yes ___ No ___

Good/Service: _____

The following documents must be submitted by the school with the Special Event Request Form for each outside vendor:

1. Certificate of Insurance
 - a. Commercial General Liability. The certificate shall include General Liability with a minimum of \$1,000,000 per occurrence. The Santa Rosa County School Board shall be listed as a certificate holder and as an additional insured.
 - b. Automobile Liability. The certificate shall include Motor Vehicle Liability for all vendors bringing vehicles onto District grounds with a minimum of \$1,000,000 per occurrence.
2. Special Event Outside Vendor Form with Release and Indemnification Agreement.
3. Current Business Tax receipt/license for Santa Rosa County.
4. Applicable Licensure.

If outside vendors are listed on the Special Event Request Form, the sponsoring organization must have a plan in place in the event of equipment failure that covers the removal of all equipment from District property with three (3) hours after the end of the event. The District reserves the right to remove equipment at the expense of the sponsoring organization.

-----DISTRICT USE ONLY-----

Sponsoring Organization

Special Event Outside Vendor Form Completed: Yes ____ No ____

Certificate of Insurance: Yes ____ No ____

The Santa Rosa County School Board must be listed as a certificate holder and as an additional insured.

| Outside Vendors | | | | | | |
|---------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| | Vendor 1 | Vendor 2 | Vendor 3 | Vendor 4 | Vendor 5 | Vendor 6 |
| Certificate of Insurance | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) |
| Special Event Outside Vendor Form | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) |
| Release and Indemnification Agreement | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) |
| Business Tax Receipt for SRC | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) |
| Appropriate Licensure | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) |
| Vendor Checklist | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) |
| District-Approved Vendor | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) |
| Vendor Badged | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) | Yes No (Please Circle) |

Risk Manager/Designee Signature: _____

Date: _____

SPECIAL EVENT OUTSIDE VENDOR FORM

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Location of Event: _____ Date and Time of Event: _____

Provide a Description of Your Operation and the Goods/Services Provided: _____

Will Your Company Be Providing Food? ____ Yes ____ No (Additional requirements apply when serving food.)

List and Attach All Applicable Licensure: _____

Signature of Owner or Authorized Officer/Agent: _____

By my signature I agree to abide by all conditions of the Outside Vendor Requirements and certify that I am authorized to sign this document.

RELEASE AND IDEMNIFICATION AGREEMENT

In consideration for the use of _____ (description of facility),
 _____ (name of requesting party) does, for itself, its agents, officers, employees, successors and assigns, hereby release, indemnify, hold harmless, and forever discharge the Santa Rosa County School Board and the Santa Rosa County School District (collectively, the "School Board"), its agents, officers, employees, successors and assigns from and against any and all claims, causes of action, demands, damages or losses of any kind, resulting from and imposed upon, incurred by or asserted against the School Board, its agents, officers. Employees, successors and assigns, arising from or related to service furnished or property used by _____ (name of requesting party), including claims of negligence.

This release covers all claims and damages, whether or not contemplated at the present time.

Dated this ____ day of _____, 20____

By: _____

The FOREGOING instrument was acknowledged before me this _____ day of

_____, 20 ____, by _____ on behalf who

(_____) is personally known or (_____) has produced _____ (State) Driver's

License number _____ as identification.

Notary Public

Name of Notary Typed/Printed/Stamped

Commission Number:

Commission Expires:

| <u>OUTSIDE VENDOR REQUIREMENTS</u> | |
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| 1. | <u>No Alcohol:</u> Alcohol may not be sold, consumed, or marketed in any way while on District grounds. |
| 2. | <u>Glass Units:</u> Selling or distributing of glass units is prohibited. |
| 3. | <u>Fingerprinting and Clearance:</u> Employees or agents of Outside Vendor on site for a special event must be fingerprinted and cleared by the Santa Rosa County School District through the badging protocols. Once cleared, the district will issue a badge. For additional information, contact Tobin Faciane facianet@santarosa.k12.fl.us |
| 2. | <u>Florida Administrative Codes and Florida Statutes:</u> Outside Vendor shall be in compliance with all applicable Florida Administrative Codes and Florida Statutes. |
| 5. | <u>Licensure and Permits:</u> Outside Vendor shall obtain, possess, and submit all licenses and permits required for its operation under Federal, Florida, and local laws. The following must be submitted: <ul style="list-style-type: none"> <input type="checkbox"/> A current Business Tax Receipt/License allowing Outside Vendor to conduct business in Santa Rosa County. <input type="checkbox"/> All applicable licensure and permits (Department of Business and Professional Regulation, Department of Agriculture and Consumer Services, Department of Health or other). |
| 6. | <u>Local Rules, Regulations, and Laws:</u> Outside Vendor shall be in compliance with all applicable local laws, and regulations. |
| 7. | <u>Fire Codes:</u> Outside Vendor shall be in compliance with all applicable Florida Fire Prevention Codes and all applicable National Fire Protection Codes and Standards. |
| 8. | <u>Health and Other Applicable Codes:</u> Outside Vendor shall be in compliance with all Health Codes and other applicable regulatory codes. |
| 9. | <u>Commercial General Liability:</u> A certificate of insurance with a minimum of \$1,000,000 per occurrence. The Santa Rosa County School Board shall be listed as a certificate holder and as an additional insured. |
| 10. | <u>Automobile Liability:</u> A certificate of insurance with a minimum Motor Vehicle Liability of \$1,000,000. |
| 11. | <u>Special Event Outside Vendor Form and Release and Indemnification Agreement:</u> Special Event Outside Vendor Form must be completed and signed. Release and Indemnification must be completed and notarized. |
| 12. | <u>Parking:</u> Outside Vendor shall not interfere with required handicap parking, parking (staff/visitor/student), loading and unloading spaces, or the vehicular access to those spaces required for the operation of the school. |
| 13. | <u>Landscaping and Storm Water Systems:</u> Outside Vendor shall not block, damage, or interfere with landscaping, buffers, or storm water draining systems on School Board property. |
| 14. | <u>Fire Lanes:</u> Outside Vendor shall not interfere with or block fire lanes on School Board property. |
| 15. | <u>Arrival Time:</u> Unless instructed otherwise, Outside Vendor unit must arrive and be set up at least thirty (30) minutes prior to the event start time. |
| <u>ADDITIONAL REQUIREMENTS FOR OUTSIDE VENDORS SELLING FOOD</u> | |
| 16. | <u>Electrical and/or Plumbing Equipment:</u> All connections and installations are code compliant. |
| 17. | <u>Vehicle Registration/Tag:</u> Food Trucks and/or trailers must have current vehicle registration and tag. |
| 18. | <u>Placement of Food Trucks:</u> Food Trucks shall be placed in location noted by authorized District representative, with consideration of leaking of fluids that may burn or contaminate the ground. |
| 19. | <u>Breakdown of Equipment:</u> Outside Vendor must have a plan in place in the event of equipment failure that covers the removal of all equipment from District property within three (3) hours from the end of event. Outside Vendor units shall not remain on District grounds overnight or when not in use for Special Event. |
| 20. | <u>Discharging of Fat, Oil, Grease, or Waste:</u> Outside Vendor shall be prohibited from discharging fat, oil, grease, or wastewater into the school's sanitary sewer system. Waste shall be properly stored and disposed of at a properly designated location—not the school site. |

Santa Rosa County School District
Authorization for Student Participation in a Special Event

School Name _____ Event: _____
 Date/Time(s) of Event: _____ Location: _____

******Parents/Guardians, please complete all of the following information.******

Student's Name: _____
 School Student Attends: _____
 Name of Parent/Guardian: _____
 Phone Number: _____

A. Parent/Guardian Permission

I understand that my son/daughter is not required to participate in this special event. I give my permission for and request his/her participation.

B. Emergency Medical Authorization

Should a medical emergency arise while my son/daughter is participating in this event, I will be notified at the above number in order to approve medical treatment. In the event that I or one of the emergency contacts listed below cannot be reached, I give permission for immediate treatment as required in the judgment of the attending physician/EMT/personnel present. I understand and agree that I will be responsible for the cost of such treatment.

Emergency Contact: _____ Phone Number: _____

Name local primary physician: _____ Phone: _____

List Allergies: _____

List Health Conditions that may affect emergency treatment: _____

List any activities in which student cannot participate: _____

Authorization and Release:

I, the undersigned lawful parent/guardian of _____ do hereby grant permission for my child to participate in the above listed event. I do hereby release and agree to indemnify, defend, save, and hold harmless the School Board of Santa Rosa County, Florida, its agents, including servants, employees, and successors, from any and all responsibility and liability arising out of my child's participation, directly or indirectly, in this activity. I further release and agree to indemnify, defend, save, and hold harmless the School Board of Santa Rosa, Florida, its agents, servants, and employees from any and all responsibility and liability arising out of the administering of first aid or obtaining and consenting to first aid or emergency medical care. I specifically acknowledge that I am responsible for all medical, surgical, and transportation costs if incurred by my child. I understand that the School Board, its employees, or agents, including the chaperones, shall not be held liable for any personal injury or illness of my child.

Print Parent Name

Parent/Guardian Signature

Date Signed