

# Special Events Guidelines and Best Practices

RISK MANAGEMENT

August, 2021



**Orange County  
Public Schools**

# SPECIAL EVENTS

## What is considered a Special Event?

Any activity or event that is **not an in-class curriculum-related** activity. These activities and events may involve students only or the surrounding community, where the school or its **PTA/PTO/PTSA/PTSO, club, booster, sports team, etc.** are being encouraged or supported. For example:

- Fundraisers organized by PTAs, Boosters, school or clubs, etc.
- Promotions or activities held at schools or other OCPS locations
- Activities involving students and/or employees off-property
- Third party concessions on property
- Theater Performances, plays, etc.



# Special Events Categories

- 1. Risk Management Fast Approval** – Activities are considered low risk. Event is approved based on the truthful response to questions on the Special Event Form.
- 2. Risk Management Review and Permit** – Higher risk activities. Risk Mgmt. will take the time to review and address recommendations and/or requirements regarding the event activities via email.
- 3. Risk Management and Fire Marshal Approval required** – Activities require OFM review. The Office of the Fire Marshal will determine and advise if a Safety Inspection would be required. Special Event cannot be held without a Risk Management and OFM approval.



**APPROVED**

By completing the interactive form accurately, you will be provided the steps to follow and how to comply with the specific requirements for your event.

# Events requiring OFM Approval

OCPS must comply with the Florida Fire Prevention Code and other laws and regulations for all activities held on property. The OCPS Office of the Fire Marshal (OFM) is the “Authority Having Jurisdiction” over all OCPS locations, including schools.

**In addition to Risk Management approval, OFM approval is required for events that include any of the following:**



**An inspection by an OCPS OFM Inspector may be required**

- **Food Trucks**\_ Only allowed 30 minutes past the last bell on school days.
- **Food Cooked on site**\_ use of propane, gas grills, etc.
- **Interactive Rentals**\_ Inflatables, climbing walls, obstacle courses, dunk tanks, mechanical/non-mechanical rides\*, animal interactions, etc.
- **Participation in a Parade** that includes riding on vehicles, floats and or animals.
- **Other Activities that require approval from the OCPS Fire Marshal** such as Pyrotechnics, bonfires, fire pits, fog machines, etc.

\*Dept. of Agriculture inspection required for rides

# Certificate of Insurance

Participating vendors MUST provide a Certificate of Insurance (COI) naming the School Board of Orange County as Certificate Holder and additional insured, unless exempt.

See this sample for insurance requirements 

The following vendors will be exempt to provide COI:

- Basic Refreshments and pre-packed goods
- Balloon Artist and Face Painters
- Magicians and Similar Performers
- Demonstrations/Performance of Skills
- DJs, Photographers & Photo booths \*If equipment exceeds 5 feet tall, COI will be required.

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** CRICVEN-01 MATERAT  
DATE (MM/DD/YYYY) 7/11/2016

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 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: Insurance Office of America, Inc. 12345 West State Road 100 Longwood, FL 32750  
CONTACT NAME: Doe Joe  
PHONE (AC, NO, EXT): (407) 123-4000 FAX (AC, NO): (407) 123-4567  
EMAIL ADDRESS: Doe.Joe@abcof.com

INSURER(S) AFFORDING COVERAGE: American Insurance Company NAIC# 12345

INSURED: NAME OF COMPANY PROVIDING SERVICE  
1234 Main Street Orlando, FL 32800

COVERAGES: CERTIFICATE NUMBER: 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 THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	INSURANCE	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXPI. DATE (MM/DD/YYYY)	LIMITS
A X COMMERCIAL GENERAL LIABILITY	CLAIMS-MADE X OCCUR	PAPK987654321	07/05/2016	07/05/2017	EACH OCCURRENCE \$ 1,000,000
					PROPERTY RENTED PREMISES (BODILY INJURY)
					MED EXP. (BODILY INJURY)
					PERSONAL & ADV INJURY
					GENERAL AGGREGATE \$ 2,000,000
					PRODUCTS - COMP & P AGG
AUTOMOBILE LIABILITY					
A	ANY AUTO				COMBINED SINGLE LIMIT (BODILY INJURY)
	ALLOWED AUTOS				BODILY INJURY @ (\$10K \$0.0)
	HIRER AUTOS				BODILY INJURY @ (\$100K \$1)
					PROPERTY DAMAGE (BODILY INJURY)
	UMBRELLA L&B				EACH OCCURRENCE
B	EXCESS L&B				AGGREGATE
					RETENTION \$
					PER STATUTE
					OTHER
					E.L. EACH ACCIDENT
					E.L. DEGREE - EA EMPLOYEE
					E.L. DEGREE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule may be attached if more space is required)  
School Board of Orange County Florida is Additional Insured for General Liability.

CERTIFICATE HOLDER: School Board of Orange County Florida  
Attn: Risk Management  
445 W. Amelia St., Orlando, FL 32801

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: 

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# Rules and Guidelines

## FOOD SERVED TO STUDENTS:

Per School Board Policy IHAM, no sale or serviced of food/beverage is allowed on school campus **until 30 minutes after the last bell** on school days.

Special Events which include food and do not meet the [OCPS Eat Smart Nutrition Standards](#), are limited to the following maximum days to conduct exempted food services:

School Type	Maximum Number of School Days To Conduct Exempted Fundraisers
Elementary Schools	5 days
Middle Schools	10 days
Senior High Schools	15 days
Combination Schools (K8)	10 days

You can access School Board Policy IHAM [Here](#)



Only allowed 30 minutes after the last bell



# Rules and Guidelines

## FOOD TRUCKS

- Must be a Board Approved Vendor
- Certificate of Insurance (COI) is required.
- Please contact Risk Management at [riskmanagement@ocps.net](mailto:riskmanagement@ocps.net) with questions or concerns.

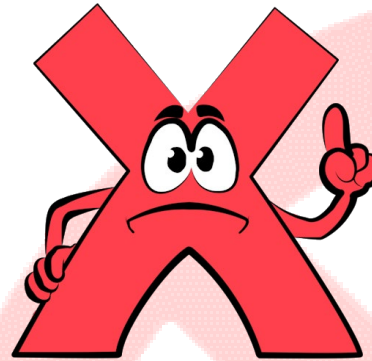


**Feeding students is only allowed 30 minutes after the last school bell if feeding students per School Board Policy IHAM**

## INTERACTIVES /INFLATABLES

### Not allowed:

- Slides over 25 feet in height
- Interactives that suggest violence/bullying
- Those that require student's feet to leave the base floor untethered
- Interactives that require tether or harness to propel a student
- Mechanical rides that drop or eject students
- Extreme Falls/Rides/Simulators
- Rope or challenge courses
- Zip Lines



Examples of rides  
not allowed



Big Baller



Lava Rush (30' H)



Hippo Chow Down



Wipe Out



Mechanical Bull



Jacob's Ladder



Zip Line



## INTERACTIVES /INFLATABLES:

### All inflatables and interactives Board Approved Vendors MUST:

- Maintain current Certificate of insurance with Risk Management.

See Insurance requirements on slide 7

- Have a designated attendant per inflatable/interactive.

We prefer attendant to be OCPS employee.  
Volunteers must be cleared through ADDitions.

- Department of Agriculture inspection required for mechanical rides.

- Follow manufacturer's specifications for inflatables installation.

OFM will advise if a Safety inspection is required.  
Interactives must be operated with  
no damage to the device

## Vendor/Attendant Responsibilities

### Bounce Houses:

Participants should be grouped by similar weight and height

### Slides:

Only one person per lane can slide at a time

### Obstacle Courses:

Attendant must queue students at proper intervals to avoid injury

### Dunk Tanks:

Only adults are allowed in Dunk Tank

### Mechanical Rides:

Must be fenced or enclosed

**Safety is our first priority!**

## GRADE RESTRICTIONS FOR INTERACTIVES

Activity Type	Grade Level			
	Prek-1	2-5	6-8	9-12
<b>Inflatables</b>				
25 foot slide	N	N	Y	Y
18 foot slide	N	Y	Y	Y
15 foot slide	Y	Y	Y	Y
Bounce Houses	Y	Y	Y	N
Horse Derby	Y	Y	N	N
Mega Rally Trike Race	N	Y	Y	Y
Obstacle Courses	N	Y	Y	Y
Climbing Walls	N	Y	Y	Y
Pitch Burst	N	Y	Y	Y

