

Steps to Holding an Event and Process for Approval

How to get your Special Event Reviewed and Approved:

- 1) **Register your event online_** Complete the Special Event form online by following the "[Register HERE](#)" link on the Special Event webpage at least 30 days PRIOR to the date of the event. The Special Event's page can be found by visiting www.OCPS.net, click on Departments, select Risk Management and then [Special Events](#).

The Special Events Form is an interactive Form that will provide information and questions/recommendations based on your answers. Once the form is submitted, the requester, the School Principal, the Office of the Fire Marshal and Risk Management will receive a copy of your responses. Please make sure to keep a copy of this email for your records.

For Plays and Performances_ please refer to the [Theatre Safety Handbook](#) on OCPS Risk Management intranet and complete the Performances Special Event Permit Application (excel Form).

- 2) **Provide Event Details _** What? Where? When? How? Who will participate?
Event Organizer should be able to answer these questions as it relates to the event, is the event on OCPS property? Who is the audience for the event? When would the event take place? What vendors and volunteers/workers will participate? Etc.
- 3) **Provide Sponsors Proof of Insurance_** If the event is sponsored/organized by the PTA/PTO/PTSA, etc. certificate of insurance (COI) must be provided. COI must name the School Board of Orange County as certificate holder and additional insured.
- 4) **Vendor's Proof of Insurance, unless already on file with Risk Management_** Risk Management maintains an active list of third parties, such as Food Trucks, Inflatables and other Interactive Rentals vendors with valid Certificate of Insurance (COI) on file.
 - A. **Board Approved list_** the Special Event Form includes a list of Board Approved vendors for you to choose from. These vendors already have a certificate of insurance on file with Risk Management. If the vendor is not on the Board Approved list, the requester can select "OTHER".
 - B. **Add to vendor's list_** If a vendor is not on the Board Approved list, you can send an email to riskmanagement@ocps.net to include the date, school and event name on the subject line. Please indicate which vendor you would like to use in which further guidance will be given.

- C. **Waived List**_ Risk Management has waived insurance requirements for some vendor types such as Catering, Basic refreshments, Pre-packed goods, DJs & Photographers, Photo Booths, Balloon Artists, Face Painters, Magicians & similar performers.

Insurance Requirements: the school district requires vendors/sponsors to provide [Certificate of Liability Insurance \(COI\)](#) as evidence that the minimum amount of insurance as required is in full force at the time the event (unless otherwise waived).

- Governmental agencies may provide a statement of self-insurance in lieu of a Certificate of Liability Insurance.
- PTAs, PTOs, and Boosters are required to maintain current COI on file with Risk Management.

The School Board of Orange County Florida, not the school, must be named as the Certificate Holder and Additional Insured as follows:

School Board of Orange County Florida
Attn: Risk Management – 3rd floor
445 W. Amelia St.
Orlando, FL 32801
riskmanagement@ocps.net

Limits of coverage shall be indicated on the Certificate of Insurance as follows:
Commercial General Liability with minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate.

- [Click here for details and samples of acceptable COI](#) -

- 5) **Approval from the Office of the Fire Marshal and the Safety department**_ OCPS must comply with the Florida Fire Prevention Code and other laws or regulations for all activities held on OCPS property. The OCPS Office of the Fire Marshall (OFM) is the “Authority Having Jurisdiction” over all OCPS locations, including schools. There is a section on the Special Event Form that will advise you and the Office of the Fire Marshal if OFM approval is required for your event. In order to grant approval, OFM may ask specific questions, provide recommendation and/or require a Safety Inspection. For questions regarding the requirements for OFM approval, please contact the OFM department at 407-317-3468 or fm@ocps.net.

Safety Inspections_ Safety Inspections are no longer required for Inflatables. Food Trucks on the other hand, MUST present their vehicles to the OCPS Office of the Fire Marshal for inspection IN ADVANCE of the event. Once the Food Truck has been inspected and approved, OFM will place a numbered inspection sticker on the vehicle which is good for one year. If your event includes Food Trucks, please advise the vendor to contact OFM at fm@ocps.net or 407-317-3468 to schedule the inspection. Food trucks that are not inspected/do not have the OFM inspection sticker affixed to their vehicle are not allowed OCPS properties at any time.

The Special Event form will provide a list of fully approved Food Trucks that have certificate of insurance on file with Risk Management and OFM permit sticker.

- 6) **Risk Management Approval_** The Special Event Form is designed to let you know if the event requires further review, otherwise, immediate Risk Management approval will be granted.
- 7) **Further review_** If your event requires further review, and/or a non-listed vendor needs approval, our team will follow up with you. If you don't hear from us within 2 weeks, please contact Risk Management at 407-317-3296.

You should NOT hold an event on OCPS property without a facility use agreement OR OCPS Risk Management and Office of the Fire Marshal (if applicable) approval

The safety of our students, employees, and visitors is the utmost importance. Therefore, we must ensure that your event is held in a proper and safe manner. Failure to register your event could result in cancellation of the event, refusal of future events and/or disciplinary action of Principal/Employee.