

PTA
Carnival / Festival / Fundraiser
Guideline Information

- Event notification must be submitted by the *School Principal* to confirm receipt of request.
- All Carnivals / Festivals / Fundraisers must be held on a **SATURDAY**.
- It is mandatory to have one (1) person designated to be responsible for ensuring all District guidelines are met for the duration of the set-up and the duration of the actual event. *The responsible person must be the Principal, Assistant Principal or the Principal's designee.*
- Dunk Tanks are **NOT** permitted for use inside of building.
- Bounce Houses are to be *sand bagged* and not staked into the ground.
- Indoor Carnivals are limited to hard surface commons areas. The use of the gymnasium will be at the discretion of the campus principal. The **principal** must approve each activity scheduled for the gymnasium. Activities that present a potential to damage the floor *will not be allowed*.
- District equipment is **NOT** available for loan or use.
- It is required to have **two (2) custodians** present the entire duration of a Carnival / Festival / Fundraiser event at all MISD Campuses.
- The PTA will be responsible for paying for each of these custodians as determined by MISD policy.
- The pricing is \$25/per hour per Custodian.
- One custodian will be paid to open, work the entire event, clean & close.
- The second custodian will be paid to work the entire event, clean & close.

Please look at the following example of a 4 hour event:

	CUSTODIAN 1	CUSTODIAN 2
	Number of Hours	Number of Hours
OPEN	1	0
WORK EVENT	4	4
CLOSE & CLEAN	2	2
Total # of Hours	7 hrs	6 hrs

TOTAL COST 13 HRS X \$25 = \$325.00

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Checklist

1) **Principal Review** - *Six (6) Weeks prior to actual event.*

Must have all of the following ready for view by Campus Principal

- A) Date & Times (**Saturdays Only**).
- B) All Activities & Location of Each (**Including Building Map**).
- C) All Vendor Information & insurances.
- D) Back - up Plans in the event of Rain, etc.

2) **Insurance** – One (1) Month prior to actual event

RISK MANAGEMENT

All vendors providing *bounce houses, moonwalks, inflatable slides, obstacle courses, trains, etc.* must provide Risk Management (Shelley Taylor) with the following:

PROOF OF INSURANCE – (*Listing Mansfield ISD as BOTH, the **Certificate Holder** and an **Additional Insured***).

LIST OF EQUIPMENT RENTED (*the specific name of all inflatables*). That is verified with the State that their equipment has been inspected by a State Inspector and it contains a current State Inspection Sticker. (*Even if PTA is paying for the event.*)

If PTA is paying for the event, a copy of their insurance is required stating the same as above.

Shelley is happy to assist you and contact the vendor on your behalf to obtain this information. (*Please provide the vendor's contact information to do so.*)

Risk Manager
Shelley Taylor
Phone: (817)299-6330
Fax: (817)473.5330
shelleytaylor@misdmail.org

3) **Event Notification Forms** - One (1) month prior to actual event

Principal must submit all of the following to the:

Facilities Department
Kelly Hall, Events Coordinator
Phone: (817) 299.4343
Fax (817) 473.5737
kellyhall@midsmail.org

- A) Event Form with contact numbers for *both the PTA President and Event Chairman listed*.
- B) MISD Rental Agreement.
- C) Building Map displaying location of all Activities.
- D) (This) Carnival / Festival / Fundraiser Checklist.
- E) All required forms must be *signed off on by Campus Principal*.

4) **MISD Police Officer**

- A) **MISD Police Officer** is not mandatory, however, recommended.
Please contact the MISD Police Dept.
(817)299-6000 to schedule one.

MANSFIELD ISD
220-908

COMMUNITY RELATIONS;
USE OF SCHOOL FACILITIES

RENTAL AGREEMENT

The Mansfield Independent School District (hereinafter District), agrees to allow _____
(Lessee) (individual, group, or organization), the use of _____
at _____ on _____ between the hours of _____
and _____ subject to the following conditions:

1. That the Lessee pays all applicable fees in accordance with the established fee schedule with the understanding that only the rented area is provided with air. (See Attached Schedule / Invoice).
2. That the Lessee use the facility only for the purpose of: _____.
3. That the Lessee shall be responsible for restoring the facility to its original state after use.
4. That the Lessee agrees to abide by the rules and regulations for facility use outlined in District Board Policy GKD (local).
5. That the Lessee accepts full responsibility for protecting school property and equipment, and assumes any and all liability for repairs or replacement or for any damage done to buildings, equipment, or other school property used by the Lessee. Lessee also assumes full responsibility for the conduct of any and all persons using the facility during the rental period.
6. That the Lessee agrees to assume all liability and to hold harmless and indemnify the District, its Trustees, employees, and agents from any and all liability arising out of the Lessee's use of District facilities.
7. That the Lessee furnishes evidence of liability insurance coverage for the event held in connection with the rental and shall name the District as an additional insured on the policy as specified by the District.
8. Lessee understands that Gymnasiums are to be utilized for Athletic activities such as Basketball, Volleyball, etc only. Anything other than the designed use is subject to the approval of the building Principal or MISD Administrative Staff. All room (area) assignments are subject to change as determined by Mansfield Independent School District.
9. Both parties, District and Lessee, may exercise the right to terminate this Rental Agreement for any reason deemed necessary, with a 30-day written notice to corresponding party.

Executed on the _____ day of _____, 2017.

LESSEE:

SIGNATURE

POSITION OF LESSEE

ORGANIZATION

DISTRICT:

KELLY HALL, EVENT COORDINATOR

Facilities Operations Coordinator
POSITION OF DISTRICT RENTAL AGENT

Mansfield Independent School District

ISSUED DATE: 10/12/92

AMENDED: 05/14/07