

Polk County Public Schools Risk Management and Employee Benefits

Risk Planning Tool

For Special Events, School Activities, and Field Trips

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 planning your Special Event. The audience for this tool is designed to be used in coordination with the most recent copy of the Special Event Risk Planning Guide (SERPG) (see link below) along with the rules and directives set by each department. PTA, PTO, PTSA must fill out the Risk Planning tool for Leasing.

Audience:

After School Program Directors
Club Sponsors/Boosted Clubs
Department Heads & Directors
Project Graduation Coordinators
School After Care Directors
School Based Admin
Summer Camp Directors

Name of School or Facility	Website Address (if applicable to event/company)				
Name of Lessee, (PTA/PTSA/PTO, Booster	Club, For Profit	Educational Services pr	ovider, etc.)		
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		
1. DESCRIPTION OF EVENT (attach an	y flyers, brochu	ıres, etc.):			
Date of Event Length of Event	Hours: Start	Hours: Finish	Maximum Daily Atten	dance Total	Daily Attendance
Will this be open to the public? Yes	No				
Will there be participants on site during the	night (after midn	ight or before 6:00am)	Yes N	0	
2. Have you reviewed the latest version of	f the Risk Planr	ning Guide?	Yes N	0	
What type of activities are Planned?					
Green Light Activities? Yes No	Describe:				
Yellow Light Activities? Yes No	Describe:				

3. WILL THERE BE ATHLETIC/HIGHER RISK ACTIVITIES? Examples: soccer tournaments or prac gymnastics meets, tennis tournaments, and dance/cheer competitions, karate, dance recitals, Zumba activity that meets the definition of an athletic activity?	•		Yes	No
If yes, is there Participant Insurance Coverage with a minimum of \$25,000 in coverage? If yes, atta the certificate of insurance.	ch a copy o	of	Yes	No
Estimated age group of the participants: From: To:				
Will the event be run through Internal Accounts? Yes No				
PTA/PTSA/PTO EVENT:				
Will the participants under 18 be required to sign waiver of liability agreements?	Yes	No	N/A	
Will the participants over 18 be required to sign waiver of liability agreements?	No	N/A		
4. APPLICANTS EXPERIENCE in conducting events of this or similar nature:				
Is the applicant an Event Planner? Yes No				
Will the Consultant Agreement be used? The activity operators must hold the District harmless if ever is on District Property. (PTA/PTSA/PTO Events) Attach with this application.	ent	Yes	No	
Have the Activity Operators been "badged" (attach copy) and cleared to be on district property? (P PTSA/PTO events and or leases that overlap into the school day or after the school day must be badged. For example, after school karate class.)	ΓΑ/	Yes	No	N/A
If needed, per the Special Event Risk Planning Guide, does applicant have certificates of insurance the vendor(s)? Attach with this application.	from	Yes	No	N/A
If the activities/rides need to be inspected by a certified operator/inspector this would be a red light activity and not allowed by the District.	I this. Pleas	se initial:		
NOTE: Due to the inherent dangers posed by mechanical rides, no one is permitted to allow an School District property or any school sponsored activity for any activities whatsoever.	y mechani	cal rides o	n	
5. ENTERTAINMENT:				
Will live entertainment be provided? Yes No If yes, explain:				
If a concert, type of music. (i.e. gospel, classical, rock):				
Any special effects for the concert? Reminder, pyrotechnics are a red light activity. Yes	No			
Explain:				
Any student entertainer interaction/participation? (PTA/PTSA/PTO Events) Yes No	If yes, exp	olain:		
Is the entertainment "badged" to be on the property? (PTA/PTSA/PTO Events and or leases that over into the school day or after the school day. For example, after school karate class)	erlap	Yes	No	N/A
Will there be a movie shown? It must be consistent with the educational mission and vision of the Po County School Board.	olk	Yes	No	N/A
If yes, what is the movie title and rating. Provide description:				

6. RUNNING/WALKING BICYCL	E EVENT - (Ren	ninder: Color	Runs are a	red light a	ctivity):		
Running/Walking/Bicycle Event?	? Yes	No	N/A				
Is the route free of hazards and	I clearly marked?	Yes	No	N/A			
Will all pedestrians and vehicula	r traffic be separa	ated and rero	uted?	Yes	No	N/A	
Will "color powder/paint" be par	rt of the event?	Yes	No	N/A			
NOTE: If yes, you must reach	out to Risk and	Benefits Ma	nagement to	review th	e materia	als being used.	
7. PROJECT GRADUATION, PR	OMS AND DAN	CES:					
Are students allowed to leave a	and return?	Yes N	lo N	'A			
What events are being planned	for this event?						
Yellow Light:							_
Green Light:							
8. HOMECOMING:							
A. Will golf carts be used?	Yes No	NOTE: Golf c	art certificate	training re	quired. Dis	strict personal and	d certified volunteers only.
B. Parade Floats Yes	No						
How is it being built?							
Who is driving?							
Auto Insurance? Ye	es No	Name of	Company?				
Will float have secure spots for	or students/facult	y to sit or stan	ıd?	Yes	No		
C. Alumni flag football game?	Yes	n No					
D. Bonfire? Yes	No						
Does the municipality or city,	county require a	burn permit?	Yes	No			
Desired location of the burn?	•						
E. Police involved?	Yes No)					
Adequate firefighting equipm	ent? Yes	No					
Extinguishers? Yes	No						
What fuel will be used?							

REMINDER: School Police and Risk Management MUST BE CONTACTED is a bonfire is being considered.

9. ANIMALS OR REPTILES: (Event shall be in compliance with School Board Policy.)

Will there be animals or reptiles at the events?	Yes	No					
NOTE: Lessees are not permitted to bring animals	on Scho	ol District prop	erty.				
10. TRAFFIC CONTROL:							
Is traffic control needed? Yes No							
Will they have a safety vest available and/or be dress	ed in brig	tht colors?	Yes	No			
Are parking areas properly designated? Yes	No						
Will there be adequate parking? Yes No							
What are the alternate parking plans if needed?							
NOTE: If this is a highly visible event or controve content of activity and size of expected crowds.		nature, Risk M	anagement m	ust be conta	cted in regard	ls to	
11. FIRST AID: (Example PTA/PTSA/PTO Events)							
Will first aid be available for the event? Yes	No						
Will the schools AED(s) be available for the event part	rticipants'	? Yes	No				
Will first aid/CPR certified District staff be on site in th	e event o	of AED operation	ns? Yes	. No			
12. HOLD HARMLESS AND INSURANCE REQUIRE	MENTS:						
Does the lessee have liability insurance in the same r	name as t	the applicant en	tity?		Yes	No	N/A
Does the insurance meet the minimum Polk County sattach certificate	School Bo	oard requireme	nts? If yes,		Yes	No	N/A
Will the lessee hold the Polk County School Board ha	armless?				Yes	No	N/A
Will any and all additional sponsor/vendors agree to I	hold the E	District harmless	?		Yes	No	N/A
NOTE: The Polk County School Board shall be liste insurance.	ed as addi	<u>itional insured</u> o	n all general li	ability certific	ates of		
Will any vendors be providing staff for operation and	supervisi	on of equipmen	1?			Yes	No
If yes, vendor shall provide sponsor with proof of wor amount of Florida statutory coverage requirements.	rkers' con	npensation insu	rance coverag	e certificate i	n the		
Will the lessee/vendor be bringing motorized vehicles	(box true	cks, bus, tractor	trailers?) on o	ampus to loa	d/unload?	Yes	No
If yes, lessee/vendor shall provide sponsor with proof insurance coverage.	f of minim	num Polk Count	y School Boar	d required au	tomobile		
Will lessee/vendor be bringing golf carts for use?	Yes	No					
NOTE: Lessees/vendors are not permitted to use	<u>District</u>	Golf Carts.					

Filming: Have you contacted Public Relations regarding filming?					No				
13. SINGLE SOURCE - WAIVERS AND "RIGHTS OF CONTENT" signed?					No				
14. FOOD SERVICE PROVIDED:									
What types of food and or drinks are being served the event?									
Food allergies warnings posted? Yes	No No								
Will School Food Service personnell be serving	g food at the event?	Yes	No	N/A					
Will food trucks be at the event? If yes, attach	all the required docume	nts `	Yes	No	N/A				
15. Is the Polk County School Board site bein	ng leased for a funeral/v	vake/repass	s/memoria	ıl service	ı	Yes	No		
Will the lease take place while students are pro		-	Yes	No					
Is this a highly visible event or potentially co	ntroversial in nature? I	yes, notify	Risk Ma	nagemen	t.	Yes	No		
Re sure to review the most recent Bulletins for S	necial Events and the mo	st recent Sne	ocial Events	e Piek Pla	nning Guid	hatshau al	vearly on		
Be sure to review the most recent Bulletins for Special Events and the most recent Special Events Risk Planning Guide updated yearly on the Risk Management home page. Also, you must comply with the department rules and regulations.									
Leasing Coordinator	Principal or Director S	ignature		District	Office				