



# Special Events Guidelines

Students have a right to a safe school environment.



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# SPECIAL EVENTS GUIDELINES

## BACKGROUND

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***Except in limited circumstances, a District is liable for injuries caused by dangerous conditions on its premises.***

Government Code § 835 states that “[e]xcept as provided by statute, a public entity is liable for injury caused by a dangerous condition of its property if the plaintiff establishes that the property was in a dangerous condition at the time of the injury, that the injury was proximately caused by the dangerous condition, that the dangerous condition created a reasonably foreseeable risk of the kind of injury which was incurred, and that either: (a) A negligent or wrongful act or omission of an employee of the public entity within the scope of his employment created the dangerous condition; or (b) The public entity had actual or constructive notice of the dangerous condition under Section 835.2 a sufficient time prior to the injury to have taken measures to protect against the dangerous condition.”

***The District may be liable for injuries to students caused by dangerous conditions off its premises related to school-sponsored activities.***

Education Code § 44808<sup>1</sup> states that “... no school district, city or county board of education, county superintendent of schools, or any officer or employee of such district or board shall be responsible or in any way liable for the conduct or safety of any pupil of the public schools at any time when such pupil is not on school property, **unless** such district, board, or person has undertaken to provide transportation for such pupil to and from the school premises, has undertaken a school-sponsored activity off the premises of such school, has otherwise specifically assumed such responsibility or liability or has failed to exercise reasonable care under the circumstances. In the event of such a specific undertaking, the district, board, or person shall be liable or responsible for the conduct or safety of any pupil only while such pupil is or should be under the immediate and direct supervision of an employee of such district or board.”

Note that **[bracketed bold red]** comments in these Guidelines may be addressed by each District individually for inclusion or modification within its Board policies.

## GOAL

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A District’s sponsored<sup>2</sup> special events can include events that occur:

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<sup>1</sup> And with respect to community college districts, Education Code § 87706 similarly applies.

<sup>2</sup> **Special events can either be “sponsored” or “non-sponsored” events.** The parameters of what constitutes a **sponsored event** is, in large part, determined by a District’s Governing Board. In its strictest interpretation, the District’s Governing Board may mandate an extracurricular event is sponsored *if and only if* it is approved by a Board resolution. In less strict

- **on** District premises<sup>3</sup>,
- **off** District premises<sup>4</sup>, or
- **both on and off** District premises.

Regardless of the locations or types of its sponsored special events, every District seeks to preserve a child-safe environment and to minimize its liability.

ASCIP has prepared **Special Events Guidelines** can help Districts evaluate the perceived benefits versus the potential risks of proposed special events on District premises. ASCIP intends that these guidelines be used as a filter and decision tool to help determine appropriate procedures and rules for specific District facilities' use by third parties.<sup>5</sup>

interpretations, sponsorship of an event may mean that the event is funded wholly or in part by the District. In an even more lenient interpretation, sponsorship of an event may coincide with the District's permission to hold an event on District property. **ASCIP believes that it is important for each District to define in writing and by Board resolution its individual definition of "sponsorship." A District's exposure to risk (and insurance costs) decreases as its interpretation of sponsorship becomes more restrictive.**

<sup>3</sup> For special events on District premises, the general use of District facilities by businesses, public entities, and members of the public is primarily governed by a District's **Use of Facilities Policy** to ensure that the District is consistent with the Civic Center Act. ASCIP has developed sample Use of Facilities Guidelines for Districts wishing to review or update their policies. For a copy or further help on this topic, please ask your ASCIP risk services consultant. Note that not having and enforcing a Use of Facilities Policy could pose a significant premises liability exposure to your District.

<sup>4</sup> Sponsored special events may take place off District premises; for example, field trips are the most common off-District premises, sponsored special events. ASCIP has developed sample Field Trip Guidelines. For a copy or further help on this topic, please ask your ASCIP risk services consultant. Although Education Codes §§ 44808 and 87706 provide general immunity for injuries off school and community college property, that same section allows for District liability if the District or employee "has undertaken to provide transportation for such pupil to and from the school premises, has undertaken a school-sponsored activity off the premises of such school, has otherwise specifically assumed such responsibility or liability or has failed to exercise reasonable care under the circumstances," and the pupil is or should be under the immediate and direct supervision of an employee of the District. **If a student is injured while off campus for a school-sponsored activity, which is defined as an activity "that requires attendance and for which attendance credit may be given" (Castro v. Los Angeles Board of Education (1976)), the student's injury is treated, for liability purposes, in the same manner as an on-campus injury.** Note, however, that the fact that a District has recommended an off campus program for students or has assisted students in participating in such a program does not necessarily bring the activity within the exceptions to the immunity of Education Code §§ 44808 and 87706.

<sup>5</sup> A District may be liable for injury caused by a dangerous condition of its premises if the dangerous condition creates a reasonably foreseeable risk of the kind of injury sustained, and the District had actual or constructive notice of the condition a sufficient time before the injury to have taken preventive measures (Government Code § 835). Government Code § 830 provides that a "dangerous condition" is "a condition of property that creates a substantial ... risk of injury when such property or adjacent property is used with due care in a manner in which it is reasonably foreseeable that it will be used." In general, the **California Tort Claims Act**, also known as the **Government Claims Act**, (Government Code § 814-825.6, § 830-840.6) protects the district against liability for injuries to individuals using school property, although some conditions or

## **EVALUATION OF SPONSORED SPECIAL ACTIVITIES**

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When considering sponsoring special activities or events such as field trips, carnivals, and fund raising events, ASCIP recommends that Districts evaluate the perceived benefits versus the potential risks. For example, special events can be categorized into risk tiers based on their relative loss exposures. The tiers can be summarized as follows:

1. Events that are normally prohibited by the District (this would include all events that aren't covered by ASCIP's various programs),
2. Events that, although potentially covered by insurance, are inherently dangerous and should be considered by the Board for prohibition,
3. Events that are high risk and, although permissible, may require special procedures, coverage, and other arrangements, and
4. Events that are less risky (but still require procedure, coverage, etc.).

ASCIP has prepared some questions to should be answered as part of evaluating each proposed activity and assigning it to a risk tier category as follows:

1. What is the purpose of the activity?
2. Does the activity further the mission of the District?
3. What does the activity involve? Does it involve use of vehicles?
4. Where is the activity going to be held?
5. How will the transportation be coordinated?
6. Who is responsible for the activity?
7. What are the hazards and exposures of the activity?
8. Who is indemnifying whom in the event permit?
9. Who is responsible for providing the insurance protection?
10. Is this activity covered under the responsible party's insurance policy?
11. Does the insurance provide adequate limits?
12. Will there be additional costs for insurance coverage?

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circumstances could result in the district being held liable in the event of an injury. **Education Code § 38134(i)** requires the district to bear the cost of insuring and defending itself against any risk caused by the district's negligence in the ownership and maintenance of district property. Education Code § 38134 also requires any organized group using the facilities to carry insurance and to defend itself in the event of any injuries arising from the group's negligence in the use of the facility.

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13. Is an assumption of risk/release of liability waiver associated with this activity and/or its participants?
14. Is this an athletic event? If so, are assumptions of risk/release of liability waivers on file for each participant and referee/umpire?
15. Is there another entity available to sponsor or co-sponsor the activity?
16. After reviewing the activity, are there other approaches available to lessen the risks?
17. After considering questions 1 through 16, in which of the five risk tiers delineated above (and described in detail below) does this event belong?

If the activity of event is considered higher risk or extraordinary, ASCIP recommends that the District consult its ASCIP risk services consultant to discuss appropriate loss control and risk management approaches for the event, adequate insurance coverage and limits, and the optimal use of waivers. In addition, the enclosed Special Events Checklist (see **Sample District Form- Sponsored Special Events 4** near the end of this chapter) can assist you in identifying risk and loss exposures and ensuring that such exposures are addressed prior to the event.

### **EVENTS THAT ARE NORMALLY PROHIBITED BY THE DISTRICT<sup>6</sup>**

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Certain special activities and events are usually prohibited by the District either because (a) they are not covered by the ASCIP General and Automobile Memorandum of Coverage with respect to the District, (b) they are not covered by the ASCIP-B General Liability Insurance coverage for the booster club, parent-teacher organization, auxiliary organization, parent-run foundation and non parent-run foundation's non-hazardous events associated with the District, or (c) because they are inherently dangerous and may jeopardize the safety of District students. **Note that individuals sponsoring such an event including these activities delineated below may be held personally liable if they are not specifically approved and sponsored, if appropriate, in advance and in writing by the District:**

#### **Prohibited Special Events and Activities**

1. Activities involving "hazardous properties,"
2. Activities involving nuclear facilities or radioactive or nuclear materials or wastes,

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<sup>6</sup> If the District decides **[through a formalized process]** that some of these activities or events are acceptable for its students given appropriate caveats (e.g., age, training, safety equipment, coaching, supervision), it would be helpful to discuss these activities or events with your ASCIP Risk Services consultant to ensure that appropriate loss control and risk reduction strategies are in place and that adequate insurance protection via risk transfer and risk retention has been arranged.

3. Activities involving pollutants,
4. Operations of aircraft, including, but not limited to transportation, rides, aircraft demonstrations, helicopter landings, hot air balloons, balloon rides, hang gliding, parachuting, parasailing, drones, and paragliding,
5. Operations of watercraft 25 feet or over in length or with motors of 25 or more in horsepower,
6. Rebounding devices, including but not limited to bounce houses, castle bounces, moon bounces, any other inflatables intended for jumping or rebounding activities, trampolines, and mini-trampolines,
7. Other Activities not covered by ASCIP-B General Liability Insurance including, but not limited to, the following:

- |   |                                       |  |
|---|---------------------------------------|--|
| ▪ <i>Animal acts and shows</i>  | ▪ <i>Film production*</i>             | ▪ <i>Rap concerts</i>                        |
| ▪ <i>Animals - nonperforming</i>                                      | ▪ <i>Fireworks</i>                    | ▪ <i>Road rallies</i>                        |
| ▪ <i>Animals - saddle</i>   | ▪ <i>Firework sales</i>               | ▪ <i>Rock climbing/walls</i>                 |
| ▪ <i>Any athletic or sports participants</i>                          | ▪ <i>Garage sales</i>                 | ▪ <i>Professional rodeo or roping events</i> |
| ▪ <i>Automobile, truck, motorcycle, motor bike, or go cart racing</i> | ▪ <i>Gun and knife shows</i>          | ▪ <i>Rodeo or roping events*</i>             |
| ▪ <i>Babysitting</i>  | ▪ <i>Heavy metal concert</i>          | ▪ <i>RV shows</i>                            |
| ▪ <i>Blood drives</i>   | ▪ <i>Hip hop concerts</i>             | ▪ <i>Saddle animals</i>                      |
| ▪ <i>Bicycling events*</i>  | ▪ <i>Kayaking</i>                     | ▪ <i>Sidewalk sales*</i>                     |
| ▪ <i>Boat shows</i>   | ▪ <i>Laser Tag</i>                    | ▪ <i>Skateboarding</i>                       |
| ▪ <i>Bunco</i>  | ▪ <i>Luge</i>                         | ▪ <i>Ski events</i>                          |
| ▪ <i>Bungee jumping/bungee runs</i>                                   | ▪ <i>Marathons</i>                    | ▪ <i>Sky diving</i>                          |
| ▪ <i>Carnivals with mechanical devices</i>                            | ▪ <i>Mechanical amusement devices</i> | ▪ <i>Sky coaster</i>                         |
| ▪ <i>Climbing walls</i>   | ▪ <i>Mechanical bulls</i>             | ▪ <i>Slam dancing</i>                        |
| ▪ <i>Circuses</i>   | ▪ <i>Mobile home shows</i>            | ▪ <i>Swap meets*</i>                         |
| ▪ <i>Evangelistic meetings</i>  | ▪ <i>Mosh pits</i>                    | ▪ <i>Swimming pool parties</i>               |
| ▪ <i>Events with attendance of over 5,000 people</i>                  | ▪ <i>Motorized sporting events</i>    | ▪ <i>Tobogganing</i>                         |
|   | ▪ <i>Overnight camping</i>            | ▪ <i>Tractor pulls</i>                       |
|   | ▪ <i>Professional sports*</i>         | ▪ <i>Water events.</i>                       |
|   | ▪ <i>Promoters</i>                    |  |
|   | ▪ <i>Pyrotechnics</i>                 |  |

8. And other activities recommended for prohibition as follows:

- |                                |  |  |
|--------------------------------|--|--|
| ▪ <i>Adopt-A-Highway clubs</i> | ▪ <i>Aerotrim and similar human gyroscopes</i> | ▪ <i>Any form of diving into water from other than a diving board or</i> |
|--------------------------------|--|--|

- diving platform, or at any place or from any structure where diving is prohibited and reasonable warning thereof has been given*
- *Animal riding, including equestrian competition*
- *Archery*
- *Bicycle racing or jumping*
- *Bicycle motocross*
- *Body contact sports*
- *Cross-country and downhill skiing*
- *Underwater activities including deep sea diving and snorkeling*
- *Darts/dart games*
- *Donkey baseball/basketball*
- *Motorized vehicle racing*
- *Mountain bicycling*
- *Off-road motorcycling or four-wheel driving*
- *Orienteering*
- *Pistol and rifle shooting*
- *Pool parties at private homes, private clubs, etc.*
- *Playgrounds (non-compliant)*
- *Rock climbing*
- *Rocketeering*
- *Segways or similar personal transporters*
- *Self-contained underwater breathing apparatus (SCUBA) diving*
- *Skating on campus including “Heelys” or similar shoes, in-line skating (roller blading), roller skating, and scooters*
- *Skateboarding*
- *Skim boarding*
- *Spelunking*
- *Surfing*
- *Tree climbing*
- *Tree rope swinging*
- *Tug-of-war*
- *Ten (or more) passenger vehicles rented or leased for transporting students*
- *Use of open flames including bonfires and magic shows with flames*
- *Underwater swimming, except when lifeguards are provided and reasonable warning thereof has been given*
- *Water contact activities, except diving (see above), in places where, or at a time when, lifeguards are not provided and reasonable warning thereof has been given, or the injured party should reasonably have known that there was no lifeguard provided at the time*
- *Waterskiing*
- *White water rafting*
- *Windsurfing.*

## **HIGHER RISK ACTIVITIES**

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Occasionally, schools sponsor activities that may require additional insurance coverage, hold harmless agreements, certificates of Insurance with an additional insured endorsement, or other special arrangements. Schools must strictly adhere to District guidelines and/or other special arrangements for these types of activities and events.

The activities listed below can be associated with significant risk and can be dangerous and jeopardize the safety of District students.

This list is not all-inclusive—please check with your ASCIP Risk Services Consultant for direction concerning similar activities that are not listed below:



## Higher Risk Special Events and Activities

- *Climbing walls and ropes/challenge courses*
- *Playgrounds (compliant)*
- *Sport clubs (competitive team)*
- *Activities involving food such as after school treats (prepared at home), bake sales, catered foods, cake walks, dinners – potluck, pasta, crab, international, etc., food sales (prepared at home), and snack food concessionaires (hired)<sup>7</sup>*
- *Animals in classrooms<sup>8</sup>*
- *Bicycle safety rodeos*
- *Bingo or other activities that involve gambling including, but not limited to, casino nights, Bunco, and 50/50 raffles (if these are permitted, the permittee must have appropriate licenses & permits)*
- *Camps – enrichment & science*
- *Car wash fund raisers*
- *Carnivals (without powered rides and/or amusement vendors)*
- *Child care/babysitting*
- *Chartered services (limousines or for hire vehicles with up to 9 passengers)*
- *Cheerleading exhibitions*
- *Craft fairs and swap meets*
- *Dunk tanks/ flush tanks (adults only in the tank)*
- *Field trips*
- *Grad Night*
- *Haunted houses*
- *Hayrides*
- *Inflatable action events (non-rebounding)*
- *Obstacle course*
- *Petting zoos*
- *Performers*
- *Velcro walls (no rebounding device can be used)*
- *Volunteer Physician services for CIF sports*
- *Walk-a-thon/jog-a-thon (off campus)*
- *Enrichment programs that are not part of the school curriculum such as archeological digs, aerobics, gymnastics (single bounce only spring board), ballet, dance, martial arts exhibition (no student participation), contact sports (no student participation), and swimming.*

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<sup>7</sup> In general, home prepared foods, should be discouraged (or, in the case of certain foods, such as, but not limited to, uncooked meats and seafood, banned) with the exception of foods made in accordance with the *California Homemade Food Act*. It is preferable to have commercially prepared food /hired food vendors wherein the risk may be transferred to the vendor or contractor.

<sup>8</sup> Sanitation procedures (including mandatory handwashing) apply to prevent salmonella and other diseases. If applicable, evidence of vaccination (rabies) required.

For each off-site activity, each student must submit an appropriate and complete a waiver (see **Sample District Form—Special Events Form 1**) form as presented near the end of these Guidelines. Certain “on campus” activities such as athletic activities may also require student waivers.

## **LESSER RISK ACTIVITIES**

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Approved activities and events are listed on the Lesser Risk Activities section of these Guidelines. Under no circumstances should any school site administrator or staff sign a contract, a hold harmless agreement, or a limitation of liability agreement with a vendor or provider or agree in any way that the District will be held responsible for liability. All contracts and agreements must be submitted to the District Superintendent’s office for review and approval.

If using an outside vendor, contact Risk Management to see if a Certificate of Insurance with an additional insured endorsement and/or a hold harmless agreement is required. This list is not all-inclusive—please check with your ASCIP Risk Services Consultant for direction concerning similar activities that are not listed below:

### **Lesser Risk Special Events and Activities**

- *Activities involving prepackaged food such as after school treats, candy sales, popcorn sales, and snack food sales*
- *Art & craft activities*
- *Auction/silent auction*
- *Band concerts*
- *Balls or bean bags tossed through a target*
- *Bicycle displays*
- *Book fair*
- *Broom hockey*
- *Calendar sales*
- *Christmas tree sales (no cutting or grinding)*
- *Colored sand painting*
- *Cookbook sales*
- *Costume carnival*
- *Craft workshops*
- *Dances*
- *Egg toss*
- *Enrichment*
- *Face painting*
- *Family portraits*
- *Fashion shows*
- *Fish ping-pong*
- *Flea market*
- *Gift wrap sales*
- *Gift wrapping*
- *Greeting card sales*
- *Hobby shows*
- *Holiday boutique*
- *Ice cream socials*
- *Jail auctions*
- *Karaoke*
- *Leg-a-thon*
- *Magazine sales*
- *Magic shows*
- *Math fair*
- *Movie night*
- *Nerf bow and arrow*
- *Parent education workshops*
- *Pee wee golf*
- *Performing arts*
- *Picnic-type games (not competing against other schools or classes) such as basketball shoot, bowling, jump rope, potato sack race, softball throw, and three-legged race*
- *Pencil sales*
- *Pizza night*
- *Plant boutiques*
- *Puzzle race*
- *Reading night*
- *Ring toss*

- *Role reversal plays*
- *Rummage sales*
- *Sale of logo items*
- *Scarecrow competition*
- *School play*
- *Science fair*
- *Silhouettes*
- *Spelling bee*
- *Sponge toss*
- *Taffy/sucker tug-of war*
- *Talent shows*
- *T-shirt sales*
- *Water balloon toss*
- *Water bottle sales*
- *Walk-a-thon/jog-a-thon (on campus - student participation)*
- *White elephant sale*
- *Yearbook sales*

For each off-site activity, each student must submit an appropriate and complete waiver (see **Sample District Forms—Special Events 2A and 2B**) form as presented near the end of these Guidelines. Certain “on campus” activities may also require student waivers.

### **NON-DISTRICT SPONSORED ACTIVITIES**

District employees and volunteers sometimes approach make requests to conduct off-campus activities for students on weekends or during non-school hours that may not meet the District’s criteria for sponsorship, but are potentially beneficial to students. Examples of such activities may include beach parties, picnics, horseback riding, and camping trips.

*Oftentimes, there is a false assumption that any activity announced to students at schools is District sponsored.* This is not the case. To avoid such appearances, non-District sponsored activities **must not** be promoted on campus or be allowed to use the District logo, equipment, or supplies. Care must be taken to avoid any inference that non-sponsored activities are District sponsored. A District’s exposure to liability can be reduced for non-sponsored activities by taking reasonable steps to notify the public and participants of the District’s non-sponsorship. The recommendations include:

1. Prohibiting the use of the District’s logo, supplies, and equipment to promote non-sponsored activities
2. Requiring that announcements in school papers, on bulletin boards, mailings, etc. notify students that the activity is **not District sponsored**.



3. Not providing District supervision or assistance in any planning of a non-sponsored activity.
4. If a non-sponsored event is held on District property, the sponsoring group must adhere to the District's Use of Facilities Policy (see, for example, ASCIP's Sample **Use of Facilities** Guidelines) which include obtaining a permit from the District, completing appropriate forms, and providing insurance certificates and additional insured endorsements prior to the event.
5. Not providing directions or maps to the District's premises.
6. Not providing the use of the District's vehicles.

### **STUDENT BODY ORGANIZATIONS**

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District-sponsored (or –sanctioned) student body organizations such as clubs, associations, or other organizations can create unusual liability exposures. ASCIP believes that managing risks for these organizations can be difficult if your District administration is not aware of the full range of these organizations' activities. Staff advisors need to be cognizant of the potential risks that may arise from these organizations' activities.

For example, a High School French Club, whose usual activities are generally low risk (e.g., campus meetings, discussions, lectures) may plan a trip involving high-risk activities such as snow skiing, diving, or rock climbing. Therefore, it is important for the District to manage risks associated with student body organizations as follows:

1. The existence of Student Body Organizations (clubs) should be approved by the District's governing board.
2. Faculty advisors must be assigned to each club, and he or she must supervise all club activities. Faculty advisors should be fully aware of their responsibilities and manage risks associated with their clubs' activities.
3. Student Body Organizations should establish a policy manual or handbook that outlines the mission of their organizations and their intended activities.
4. The District should have guidelines that define approved or non-approved activities.
5. The District should define and each club should adopt an administrative approval procedure for any off-campus activities.
6. If the club activity is not approved and/or its transportation is not provided by the District, all student participants and their parents or guardians should sign notices

acknowledging non-sponsorship and that the District is not responsible for any loss, injury, or death arising from the activity.

7. If District transportation is utilized for student body organization activities, District vehicles must be driven by a District employees or volunteers approved by the Governing Board.
8. Student Body Organizations should be advised that failure to abide by District policies and procedures applicable to their activities (e.g., proper transportation plan, execution and collection of “Assumption of Risk” forms, adherence to the activity approval process) may result in the club being disbanded.

### **BOOSTER CLUBS, AUXILIARY GROUPS & FOUNDATIONS**

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All booster clubs, auxiliary groups, and foundations must carry insurance coverage either via a separate insurance policy or under the optional ASCIP-B program coverage. ASCIP risk services’ consultants are available to answer questions about this program.

ASCIP-B provides general liability coverage for risk exposures that arise out of the operations of boosters, auxiliary groups, and foundations. Covered allegations may include suits filed by spectators, vendors or event attendees. Unlike standard alternative event coverage programs, ASCIP-B provides protection for the entire program year and applies to events held both on and off-campus. Many non-hazardous events conducted by fund-raising groups are covered by the ASCIP-B coverage. Some of the activities that are not covered include those events involving fireworks, mechanical amusement devices (carnival rides), athletic participants, rock concerts, and claims related to animals. If coverage is under the ASCIP-B program, a current roster form must be on file with ASCIP and updated annually.

Clubs and foundations must ensure that all sponsored activities are included under their insurance coverage prior to the event. Failure to do so may result in a gap in coverage, and the club may be responsible for all costs associated with a claim or loss.

**SAMPLE DISTRICT FORM—SPECIAL EVENTS 1**

**SPECIAL EVENTS CHECKLIST**

*This Checklist is intended to assist Districts in identifying and managing risks associated with special events.*

1. Description and purpose of event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Dates of event: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_
3. Event Hours from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm
4. If Hours vary by Date, describe: \_\_\_\_\_
5. Location of event (Name and address) \_\_\_\_\_
6. Estimated Attendance per day \_\_\_\_\_ in total \_\_\_\_\_
7. Average age of attendees: \_\_\_\_\_ Maximum Capacity of facility: \_\_\_\_\_
8. Attendance is:  by Invitation Only  Open to the Public
9. For events sponsored by a third party and held on District property, is a facilities use agreement executed?  Yes  No
10. Who is responsible for providing insurance for the event? \_\_\_\_\_
11. Why type of insurance coverage is being provided for event? \_\_\_\_\_  
Who is responsible for providing a Certificate of Insurance/Endorsements? \_\_\_\_\_
6. Will event feature any of the following?:
  - a. Rides, mechanical devices, rebounding devices (i.e.: bounce houses, trampoline)?  Yes  No
  - b. Petting Zoo, animal rides?  Yes  No
  - c. Fireworks/Pyrotechnics?  Yes  No
7. Who contracts security for event?: a.  Facility  Applicant b. # of Security Personnel \_\_\_\_\_
  - a. Describe security measures: \_\_\_\_\_
  - b. Is security provided by:  Independent Contractors (ICs)  Employees of the Applicant
  - c. If security provided by ICs, are they required to maintain insurance?  Yes  No
8. Is an Emergency evacuation plan in place?  Yes  No Responsible Party \_\_\_\_\_  
Are qualified medical personnel necessary?  Yes  No Responsible Party/?Phone \_\_\_\_\_  
Does an ambulance need to be present?  Yes  No Responsible Party/Phone \_\_\_\_\_
- 9.. Will food be sold at the event?  Yes  No Responsible Party/Phone \_\_\_\_\_  
Responsible Party for contacting local Health Department for applicable permits:  
Name \_\_\_\_\_ Phone: \_\_\_\_\_
10. Is parking and traffic control necessary?  Yes  No  
Responsible party for contacting local Policy Agency? Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**SAMPLE DISTRICT POLICY – SPECIAL EVENTS 2A**  
**Special Events Permission & Consent Form (front side)**

Please return this permission slip by: \_\_\_ / \_\_\_ / \_\_\_

I received and understand the field trip/off-site special event itinerary:  YES  NO

My son/daughter \_\_\_\_\_ has permission to participate in \_\_\_\_\_  
(Name of Field Trip/Event and/or Name of Location)

On the date of: \_\_\_ / \_\_\_ / \_\_\_. He/She is allergic to \_\_\_\_\_, and I have noted his/her physical limitations on the back of this form. Has the school nurse been made aware of the allergy?  YES  NO<sup>9</sup>

YES  NO If applicable, I would like to order a sack lunch from the school cafeteria:

Enclosed is money for my child's lunch in the amount of: \$ \_\_\_\_\_

My child has money on his/her lunch account, or, if no, my child is bringing a sack lunch.

YES  NO I would like to Chaperone.

In case of an Emergency, I may be reached at:

Name of Parent or Guardian: \_\_\_\_\_  
(Print Name)

Address \_\_\_\_\_

Home Phone : \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I pledge that my conduct will, at all times, reflect credit upon myself, my parents, and my school. I understand that the school rules of conduct apply while on the trip.

\_\_\_\_\_  
(Student's Signature) (Date)

By signing this form, I/We declare that I/we am/are the legal parent(s)/guardian(s) of the minor child listed above and authorized to grant such permission. I have read the field trip/special event itinerary and understand that there are risks of physical injury associated with participation in these activities. I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to the above named student. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the school district staff-in-charge to obtain emergency care for my student, neither he/she nor the school district assumes financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances. These activities are an extension of the school education program, and student conduct is to be in accordance with the school's published rules and regulations.

I/WE AGREE BY MY/OUR SIGNATURE(S) BELOW TO HOLD THE STATE OF CALIFORNIA, THE \_\_\_\_\_ DISTRICT, ITS GOVERNING BOARD AND THE INDIVIDUAL MEMBERS THEREOF AND ALL DISTRICT OFFICERS, AGENTS, AND EMPLOYEES FREE AND HARMLESS FROM ANY LOSS, DAMAGE, LIABILITY, OR EXPENSE THAT MAY ARISE OUT OF, OR IN ANY WAY BE CONNECTED WITH, OCCURRING DURING, OR BY REASON OF THIS FIELD TRIP, SPECIAL EVENT, OR EXCURSION. HOWEVER, THIS AGREEMENT DOES NOT PERTAIN TO LOSSES OR INJURIES THAT ARE THE RESULT OF THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE DISTRICT.

\_\_\_\_\_  
(Parent's Signature) (Date)

\_\_\_\_\_  
(Parent's Signature) (Date)

If I cannot be reached in the event of an emergency, the following is authorized to act in my behalf:  
 Emergency contact: Name: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)  
 Home Phone : \_\_\_\_\_ Work Phone : \_\_\_\_\_ Cell Phone : \_\_\_\_\_

<sup>9</sup> If no, school nurse and field trip/special event sponsor must be notified immediately.

**SAMPLE DISTRICT POLICY – SPECIAL EVENTS 2B**  
**Special Events Permission & Consent Form (back side)**

**EDUCATION CODE SECTION 35330-35332**

**35330.**

- (a) The governing board of a school district or the county superintendent of schools of a county may:
- (1) Conduct field trips or excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state, any other state, the District of Columbia, or a foreign country for pupils enrolled in elementary or secondary schools. A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district's course of study for pupils.
  - (2) Engage instructors, supervisors, and other personnel to contribute their services over and above the normal period for which they are employed by the district, if necessary, and provide equipment and supplies for the field trip or excursion.
  - (3) Transport by use of district equipment, contract to provide transportation, or arrange transportation by the use of other equipment, of pupils, instructors, supervisors or other personnel to and from places in the state, another state, the District of Columbia, or a foreign country where those excursions and field trips are being conducted, provided that, when district equipment is used, the governing board shall secure liability insurance, and if travel is to and from a foreign country, liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.
  - (4) Provide supervision of pupils involved in field trips or excursions by certificated employees of the district.
- (b) (1) No pupil shall be prevented from making the field trip or excursion because of lack of sufficient funds. To this end, the governing board shall coordinate efforts of community service groups to supply funds for pupils in need.
- (2) No group shall be authorized to take a field trip or excursion authorized by this section if a pupil who is a member of an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.
- (3) No expenses of pupils participating in a field trip or excursion to other state, the District of Columbia, or a foreign country authorized by this section shall be paid with school district funds. Expenses of instructors, chaperones, and other personnel participating in a field trip or excursion authorized by this section may be paid from school district funds, and the school district may pay from school district funds all incidental expenses for the use of school district equipment during a field trip or excursion authorized by this section.
- (c) (1) The attendance or participation of a pupil in a field trip or excursion authorized by this section shall be considered attendance for the purpose of crediting attendance for apportionments from the State School Fund in the fiscal year. Credited attendance resulting from a field trip or excursion shall be limited to the amount of attendance that would have accrued had the pupils not been engaged in the field trip or excursion.
- (2) Credited attendance shall not exceed 10 schooldays except in the case of pupils participating in a field trip or excursion in connection with courses of instruction, or school-related educational activities, and which are not social, cultural, athletic, or school band activities.
- (d) All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims.
- No transportation allowances shall be made by the Superintendent for expenses incurred with respect to field trips or excursions that have an out-of-state destination. A school district that transports pupils, teachers, or other employees of the district in schoolbuses within the state and to destinations within the state, pursuant to the provisions of this section, shall report to the Superintendent on forms prescribed by him or her the total mileage of schoolbuses used in connection with educational excursions. In computing the allowance to a school district for regular transportation there shall be deducted from that allowance an amount equal to the depreciation of schoolbuses used for the transportation in accordance with rules and regulations adopted by the Superintendent.

**35331.**

- (a) The governing board of any school district conducting excursions and field trips pursuant to this article shall provide, or make available, medical or hospital service, or both, for pupils of the district injured while participating in any excursion or field trip under the jurisdiction of, or sponsored or controlled by, the district or the authorities of any school of the district.
- (b) (1) The medical or hospital service, or both, described in subdivision (a) shall be provided, or made available, through any of the following:
- (A) One or more nonprofit membership corporations defraying the cost of medical or hospital service, or both.
  - (B) One or more group, blanket, or individual policies of accident insurance from an authorized insurer.
  - (C) A self-insurance program of the school district.
- (2) The cost incurred by the school district pursuant to this subdivision may be paid from the funds of the district, or by the insured pupil or his or her parent or guardian.
- (3) The membership may be taken in, or the insurance may be purchased from, only those corporations or insurers that are authorized to do business in this state. If the coverage described in this subdivision is to be provided through a self-insurance program of the school district, claims may be paid from a fund established for that purpose.

**35332.** No transportation by air may be provided under this article unless the transportation by air is provided by any of the following:

- (a) aircraft owned and operated by the state or federal government;
- (b) chartered or regularly scheduled aircraft operated exclusively by an air carrier or foreign air carrier as defined in subdivisions (3) and (19) of Section 101 of Title 1 of the "Federal Aviation Act of 1958" (Public Law 85-726; 72 Stat. 731) engaged in air transportation as defined in subdivision (10) of the same section while there is in force a certificate or permit issued by the Civil Aeronautics Board of the United States, or its successor, authorizing such air carrier to engage in such transportation; or
- (c) chartered or regularly scheduled aircraft of a passenger air carrier as defined pursuant to Section 2741 of the Public Utilities Code that is authorized to engage in transportation by air in the State of California by the Public Utilities Commission pursuant to Chapter 4 (commencing with Section 2739) of Part 2 of Division 1 of the Public Utilities Code.



**EXTRAORDINARY ACTIVITIES, DEVICES, AND SERVICES ASSOCIATED WITH SPECIAL EVENTS—REFER TO ASCIP STAFF FOR CONSULTATION<sup>10</sup>**

<p><i>Is this Type of Activity, Device, or Service part of the Proposed Special Event?</i></p> <p>If YES, submit to ASCIP for review</p> <p>(YES or NO)</p>	<p>Type of Activity, Device, or Service Associated with the Special Event</p>	<p>Potential Additional Insurance Needed</p>	<p>Potential Range Limits of Liability</p> <p>(Guidelines only)</p>
	<p><b>Pyrotechnics/Fireworks</b></p>	<p>General liability policy that includes coverage for pyrotechnics</p>	<p>Minimum of \$1 million/Up to \$5 million</p>
<p><i>In most cases, Bus. &amp; Professions Code Section 25608 bans the possession,, consumption, sale, gift, or delivery of alcohol on District premises<sup>11</sup></i></p>	<p><b>Use of alcohol allowed at event/Service or sale of alcohol</b></p>	<p>Liquor liability (dram shop coverage)</p>	<p>Minimum of \$1 million/Up to \$2 million</p>
	<p><b>Watercraft 25 feet or longer in length or with a motor that is 25 hp or greater</b></p>	<p>Marine liability or Protection and Indemnity</p>	<p>Minimum of \$1 million/Up to \$5 million</p>
	<p><b>Aircraft (includes, but is not limited to, drones)</b></p>	<p>Aircraft liability</p>	<p>Minimum of \$1 million/Up to \$25 million</p>
	<p><b>Trains</b></p>	<p>Railroad protective liability</p>	<p>Minimum of \$1 million/Up to \$5 million</p>
	<p><b>Automobiles or other licensed road vehicles</b></p>	<p>Auto liability</p>	<p>Minimum of \$500 thousand/Up to \$5 million (for buses)</p>
<p><i>See separate listing of recommendations with respect to mechanized rides</i></p>	<p><b>Mechanized amusement rides</b></p>	<p>General liability that includes coverage for these rides</p>	<p>Minimum of \$1 million/Up to \$5 million</p>
	<p><b>Any activity with more than</b></p>	<p>General liability</p>	<p>Minimum of \$1</p>

<sup>10</sup> These types of event activities are **not** covered by the ASCIP General and Automobile Memorandum of Coverage with respect to the District or the ASCIP-B General Liability Insurance coverage for the booster club, parent-teacher organization, auxiliary organization, parent-run foundation and non parent-run foundation's non-hazardous events associated with the District. Normally, events with these types of activities should be prohibited; only in the most special cases as approved in advance by the District's Governing Board should these types of events be permitted.

<sup>11</sup> Effective January 1, 2015, Business and Professions Code § 25608 (a)(17) allows alcoholic beverages at educational facilities as follows: "When the alcoholic beverages are acquired, possessed, used, or consumed pursuant to a license or permit obtained under this division for special events held at facilities owned and operated by an educational agency, a county office of education, superintendent of schools, school district, or community college district at a time when pupils are not on the grounds. As used in this paragraph, "facilities" includes, but are not limited to, office complexes, conference centers, or retreat facilities."

<b>Is this Type of Activity, Device, or Service part of the Proposed Special Event?</b>  <b>If YES, submit to ASCIP for review</b>  <b>(YES or NO)</b>	<b>Type of Activity, Device, or Service Associated with the Special Event</b>	<b>Potential Additional Insurance Needed</b>	<b>Potential Range Limits of Liability</b>  <b>(Guidelines only)</b>
	<b>5,000 expected attendees</b>		million/Up to \$25 million
	<b>Any event with motorized racing (on land, air, or sea)</b>	As applicable, racing auto, auto, watercraft, and aircraft liability	Minimum of \$1 million/Up to \$25 million
	<b>Any filming or event with stunts (on land, air, or sea)</b>	As applicable, workers' compensation, general, racing auto, auto, watercraft, and aircraft liability	Minimum of \$1 million/Up to \$5 million

## Table of Special Conditions Associated with Specific Special Events or Activities

Special Events or Activities	Call ASCIP Risk Services	Special Instructions Apply – Refer to ASCIP Guideline as Indicated	Student Waiver Required	Contractual Indemnification	Certificate of Insurance with AI Endorsement	Volunteer Screening and Other Procedures Apply	Certified Lifeguard Required	Consult with Local Government for Ordinances or Permits that Apply
Activities involving food: home-prepared (includes at-school treats, bake sales, cake walks, potlucks, barbecues) <i>In general, home-prepared foods are discouraged. Home prepared foods involving raw meats and seafood should be banned.</i>	<b>X</b>	Special Event						<b>X</b>
Activities involving food: catered/hired/commercially prepared		Special Event		<b>X</b>	<b>X</b>			<b>X</b>
Activities involving <b>prepackaged food</b> such as after school treats, candy sales, popcorn sales, and snack food sales		Special Event						
Animals in classrooms	<b>X</b>	Special Event				<b>X</b>		<b>X</b>
Art & craft activities		Special Event						
Auction/silent auction		Special Event						
Band concerts		Special Event						
Balls or bean bags tossed through a target		Special Event						
Bicycle displays		Special Event						
Bicycle safety rodeos		Special Event	<b>X</b>			<b>X</b>		
Bingo, Bunco, casino night, 50/50 raffles and other gambling-related activities	<b>X</b>	Special Event						
Book fair		Special Event						
Broom hockey		Special Event	<b>X</b>					
Calendar sales		Special Event						
Camps – enrichment & science	<b>X</b>	Special Event	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>	
Car wash fund raisers		Special Event						
Carnivals (without powered rides and/or amusement vendors)		Special Event		<b>X</b>				<b>X</b>
Cheerleading exhibitions		Special Event	<b>X</b>			<b>X</b>		

## Table of Special Conditions Associated with Specific Special Events or Activities

Special Events or Activities	Call ASCIP Risk Services	Special Instructions Apply – Refer to ASCIP Guideline as Indicated	Student Waiver Required	Contractual Indemnification	Certificate of Insurance with AI Endorsement	Volunteer Screening and Other Procedures Apply	Certified Lifeguard Required	Consult with Local Government for Ordinances or Permits that Apply
Child care/babysitting		Special Event	X			X		
Christmas tree sales (no cutting or grinding)		Special Event						
Climbing walls and ropes/challenge courses	X	Special Event	X					
Colored sand painting		Special Event						
Cookbook sales		Special Event						
Costume carnival		Special Event						
Craft fairs and swap meets		Special Event						
Craft workshops		Special Event						
Chartered services (limousines or for hire vehicles with up to 9 passengers)		Special Event	X	X		X		
Dances		Special Event						
Dunk tanks/ flush tanks (adults only in the tank)		Special Event				X		
Egg toss		Special Event						
Enrichment		Special Event						
Enrichment programs that are not part of the school curriculum such as archeological digs, aerobics, gymnastics (single bounce only spring board), ballet, dance, martial arts exhibition (no student participation), contact sports (no student participation), swimming	X	Special Event	X	X		X	X	
Face painting		Special Event						
Family portraits		Special Event						
Fashion shows		Special Event	X					
Field trips		Special Event	X			X		
Fish ping-pong		Special Event						
Flea market		Special Event						
Gift wrap sales		Special Event						

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Gift wrapping		Special Event						
Grad Night		Special Event	X			X		
Greeting card sales		Special Event						
Haunted houses		Special Event						
Hayrides		Special Event				X		
Hobby shows		Special Event						
Holiday boutique		Special Event						
Ice cream socials		Special Event						
Inflatable action events (non-rebounding)		Special Event						
Jail auctions		Special Event						
Karaoke		Special Event						
Leg-a-thon		Special Event						
Magazine sales		Special Event						
Magic shows		Special Event						
Math fair		Special Event						
Movie night		Special Event						
Nerf bow and arrow		Special Event						
Obstacle course	X	Special Event						
Ocean field trips involving water craft: Watercraft on open water	X	Special Event	X	X		X		
Parent education workshops		Special Event						
Pee wee golf		Special Event						
Performers		Special Event		X		X		
Performing arts		Special Event	X					
Petting zoos	X	Special Event		X				X
Picnic-type games (not competing against other		Special Event						

## Table of Special Conditions Associated with Specific Special Events or Activities

Special Events or Activities	Call ASCIP Risk Services	Special Instructions Apply – Refer to ASCIP Guideline as Indicated	Student Waiver Required	Contractual Indemnification	Certificate of Insurance with AI Endorsement	Volunteer Screening and Other Procedures Apply	Certified Lifeguard Required	Consult with Local Government for Ordinances or Permits that Apply
schools or classes) such as basketball shoot, bowling, jump rope, potato sack race, softball throw, and three-legged race								
Pencil sales		Special Event						
Pizza night		Special Event						
Plant boutiques		Special Event						
Playgrounds (compliant)		Special Event						X
Playgrounds (non-compliant)		Special Event	X				X	
Puzzle race		Special Event						
Reading night		Special Event						
Ring toss		Special Event						
Role reversal plays		Special Event						
Rummage sales		Special Event						
Sale of logo items		Special Event						
Scarecrow competition		Special Event						
School play		Special Event	X					
Science fair		Special Event						
Silhouettes		Special Event						
Spelling bee		Special Event						
Sponge toss		Special Event						
Sport clubs (competitive team)	X	Special Event	X			X		
Taffy/sucker tug-of war		Special Event	X					
Talent shows		Special Event	X					
T-shirt sales		Special Event						
Velcro walls (no rebounding device can be used)		Special Event	X					
Volunteer Physician services for CIF sports		Special Event				X		

## Table of Special Conditions Associated with Specific Special Events or Activities

Special Events or Activities	Call ASCIP Risk Services	Special Instructions Apply – Refer to ASCIP Guideline as Indicated	Student Waiver Required	Contractual Indemnification	Certificate of Insurance with AI Endorsement	Volunteer Screening and Other Procedures Apply	Certified Lifeguard Required	Consult with Local Government for Ordinances or Permits that Apply
Water balloon toss		Special Event						
Walk-a-thon/jog-a-thon (off campus)		Special Event	X					
Walk-a-thon/jog-a-thon (on campus - student participation)		Special Event	X					
Water bottle sales		Special Event						
White elephant sales		Special Event						
Yearbook sales		Special Event						