Inflatables Requirements for Events Held on Fairfield Public Schools Property

For all events held on Fairfield Public Schools property that include the use of inflatables (bounce houses, obstacle courses, slides, etc.), the following requirements must be met:

1. Vendor Certificate of Insurance (COI)

- A Certificate of Insurance (COI) must be provided by the inflatable vendor.
- The COI must list the renting applicant/organization as the insured.
- The COI must include Fairfield Public Schools as additional insured using the required language below.
- The COI must meet the required insurance coverage limits outlined in the sample COI.

2. Renting Applicant / PTA Certificate of Insurance (COI)

- A separate Certificate of Insurance must also be provided by the renting applicant (PTA, booster club, organization, etc.).
- This COI must be issued to Fairfield Public Schools.
- This COI must include the required additional insured language below.
- This COI must meet the required insurance coverage limits outlined in the sample COI.

Required Insurance Language (Required on Both COIs)

- "The Town of Fairfield, Fairfield Board of Education, their respective officers, agents, servants, officials, employees, volunteers, boards, and commissions are included as additional insured for all insurance policies required by written contract, except Errors and Omissions and Workers' Compensation. A waiver of subrogation in favor of the additional insured is required on all policies. Coverage shall be primary and non-contributory with any other insurance and self-insurance and contain no special limitations on the scope of protection afforded to the additional insured. Umbrella/Excess follows form. Coverage cannot be changed or cancelled unless the Town has thirty (30) days prior written notice (ten (10) days for non-payment of premium)."

3. Proposal or Contract

- A copy of the inflatable vendor's proposal or contract must be submitted.
- The proposal or contract must clearly identify the renting applicant/organization hosting the event and the inflatable vendor providing the equipment and services.

4. Student / Participant Waivers

- A signed waiver is required for all students/participants using the inflatables.
- Acceptable forms include:
- Student Activity / Participant Activity Waiver
- Group Activity Waiver
- Please ensure all waiver forms are completed prior to the event.

Inflatables Requirements for Events Held on Fairfield Public Schools Property – continued -

5. Submission Deadline

- All required documentation must be submitted at least one (1) month prior to the event.
- Required documents include:
- Vendor COI
- Renting Applicant/PTA COI
- Proposal or Contract
- Signed Waiver Forms
- Please submit all documentation to: modonnell@fairfieldschools.org

6. Safety Requirements

- Inflatables must be placed in a safe location away from hard surfaces, parking lots and vehicles, and high foot-traffic areas.
- Inflatables must be properly secured and installed by the vendor.
- Adult supervision must be provided at all times during use.
- Fairfield Public Schools reserves the right to require relocation or removal of inflatable equipment if safety concerns arise.