



INFLATABLES AND SPECIAL EVENT APPROVAL

Facility Use Addendum | 2026-2027

Obtain written approval before any inflatable, outside vendor, special equipment, or activity beyond the approved rental is brought onto District property.

This addendum explains how renters, community groups, and District-affiliated event organizers request review. A facility reservation authorizes only the approved spaces, times, and activities. Recurring use, nonprofit status, or an approved vendor from a previous event does not authorize new equipment or activities.

FOLLOW THESE FIVE STEPS

1 SUBMIT YOUR REQUEST EARLY

Submit a request or update through GoFMX and notify Facilities Management at least 15 business days before the event. Include the campus, spaces, dates, setup and removal times, expected attendance, participant ages, organizer contact, and every proposed activity and vendor. Late requests may be denied if review cannot be completed.



2 PROVIDE VENDOR AND EQUIPMENT DOCUMENTS

For each inflatable, provide the vendor name and contact, equipment name and serial number, current TDI compliance sticker, inspection certificate Form AR-100, and insurance documentation identifying the covered ride. Provide the vendor's certificate of insurance and additional insured endorsement naming Celina Independent School District. Coverage must remain active through setup, use, and removal.

For other vendors, submit insurance and any applicable permits, licenses, inspections, or operator qualifications. Facilities Management will identify additional documentation based on the activity. The renter's insurance does not replace a vendor's required coverage.



3 EXPLAIN THE SETUP AND SAFETY PLAN

Provide a layout showing equipment, clearance, anchoring, utilities, exits, and emergency access. Identify trained operators, adult supervisors, participant limits, weather monitoring, shutdown procedures, cleanup, and protection of floors, turf, and underground utilities.



4 RECEIVE WRITTEN DISTRICT APPROVAL

Facilities Management coordinates review with campus administration and the Superintendent or designee, insurance provider, and other departments as needed. Do not authorize delivery or operation until written approval identifies the approved vendor, equipment, location, times, and conditions. Required staffing, fees, and agreement revisions must be finalized.



5 CHECK THE EVENT SETUP AND OPERATE SAFELY

The vendor and organizer complete the safety checks on page 2 before participants enter. The District's designated representative verifies approved equipment and documents on arrival. Stop unsafe operation immediately. Report injuries, damage, and safety concerns to the District event contact; call 911 for emergencies.

Any change to the vendor, equipment, activity, space, attendance, or schedule must be submitted for review before implementation. Renewed or substituted equipment must be verified again.

INFLATABLE SAFETY CHECKLIST

Event / campus: _____	Date: _____
Vendor: _____	Equipment: _____

Use these practices from our insurance provider together with the manufacturer's instructions and the written event approval. A vendor must demonstrate current Texas compliance for each regulated inflatable; a general business license alone is insufficient.

☐ INSPECT BEFORE OPENING

The vendor inspects the inflatable, seams, entrances, blower, cords, generator if used, and anchoring. Keep the applicable daily inspection record available. Do not use damaged, improperly inflated, or undocumented equipment.

☐ PROVIDE TRAINED OPERATORS AND ADULT SUPERVISION

A trained operator manages the equipment, with adult supervision at all times. Volunteers must not replace required trained operators. The organizer identifies the responsible adults and confirms coverage for the full operating period.

☐ KEEP A SAFE PERIMETER

Maintain at least eight feet of clear space on all sides, or more if the manufacturer requires it. Avoid power lines and other overhead hazards. Keep exits, fire lanes, walkways, and emergency access clear.

☐ MAINTAIN INFLATION AND SAFE POWER

Check blowers, generators, and power connections to maintain inflation. Deflation can trap occupants and create a suffocation risk. Protect cords from traffic and water; locate generators outside and away from building openings. Evacuate immediately if inflation fails.

☐ SEPARATE PARTICIPANTS AND LIMIT OCCUPANCY

Group participants by age and/or height and size. Follow the manufacturer's age, height, weight, and occupancy limits. Prevent crowding and collisions between children of substantially different sizes.

☐ PROHIBIT UNSAFE BEHAVIOR

No flips, somersaults, rough play, or other stunts. Enforce the vendor's and manufacturer's entry and use rules. Remove participants whose actions endanger others.

☐ VERIFY ANCHORING AND MONITOR WEATHER

The vendor installs and secures the equipment according to manufacturer requirements; the organizer and District representative double-check before use. Stakes or anchors require location approval to protect utilities and surfaces. Monitor wind, gusts, and weather throughout use; stop and evacuate at manufacturer limits or earlier if conditions are unsafe.

☐ CLOSE SAFELY AND REPORT INCIDENTS

Keep participants away during inflation, deflation, setup, and removal. Stop use after an injury or equipment problem until the District authorizes any reopening. Preserve relevant records and photographs and notify Facilities Management promptly.

Checked by: _____	Role: _____ Time: _____
Vendor operator: _____	Organizer: _____

No current documents, no written approval, or unsafe conditions means no operation. The District may deny, suspend, or stop an activity.

Vendor insurance and safe practices reduce risk but do not guarantee District coverage or determine who is legally responsible for an incident. Coverage and liability depend on the policy, agreements, and circumstances. Existing District policies and facility agreement responsibilities remain in effect.

OTHER ACTIVITIES REQUIRING ADVANCE REVIEW

The following examples require disclosure and written approval before arrangements are finalized. Listing an activity here does not mean it is permitted. Activities prohibited by law or District policy remain prohibited. Applicable permits and insurance requirements depend on the proposed activity.

Activity or change	What to submit for review
Other amusement attractions	Mechanical bulls, climbing walls, zip lines, trackless trains, and similar attractions: equipment list, applicable TDI compliance, insurance, inspections, operators, and safety plan.
Food trucks and catering	Vendor details, insurance, applicable food permits, menu or service plan, cooking equipment, waste disposal, and proposed utility connections.
Tents and temporary structures	Tents, canopies, stages, bleachers, and portable structures: dimensions, layout, anchoring, installer qualifications, applicable permits, and fire or occupancy review.
Generators and electrical equipment	Power needs, load information, proposed connections, cords, fuel storage, and placement. No unauthorized use or alteration of District utilities.
Water and surface-impact activities	Water slides, dunk tanks, foam parties, paint, chalk, or similar activities: drainage, slip protection, cleanup, utility needs, and floor or turf protection.
Animals and specialty activities	Petting zoos, pony rides, animal demonstrations, or unusual participant activities: vendor insurance, supervision, sanitation, and safety plan. Service animal access follows applicable law and District policy.
Elevated work and District equipment	Hanging decorations, lift or ladder work, rigging, or use of District equipment: describe the work and heights. Facilities Management assigns approved personnel or vendors; renters may not operate District lifts or perform unapproved elevated work.
Parking and vehicle changes	Exclusive parking, barricades, deliveries, vehicle displays, or changed traffic flow: site map, times, emergency access, and any security needs.
New vendors or event changes	DJs, performers, photographers, sales vendors, security providers, additional rooms, changed times, or increased attendance: updated vendor list, insurance as applicable, and revised event details.

ORGANIZER RESPONSIBILITIES

Designate one on-site organizer responsible for vendor compliance, participant supervision, incident reporting, and facility reset. Keep the written approval and vendor documents available during the event. Vendors may use only approved areas and access times. Required custodial, supervisory, security, setup, and cleanup charges follow the facility agreement and District guidelines.

Unauthorized additions or use may be stopped and may result in agreement termination, removal from the premises, or denial of future use under the existing Community Use Guidelines. Contact Facilities Management before proceeding whenever an activity is not clearly covered by the written approval.

TEXAS VENDOR COMPLIANCE REFERENCE

This reference summarizes the state information supplied by our insurance provider. Vendors are responsible for their own TDI filings and legal compliance. District review is separate from state compliance and does not replace it.

COMPLIANCE STICKER AND INSPECTION

A TDI compliance sticker is valid for one year from the inspection date and should be displayed on a major ride component where riders can see it. Each ride requires its own compliance documentation. Form AR-100 confirms inspection and coverage through the insurer or its contracted inspector; TDI does not perform the ride inspection itself.

INSURANCE DOCUMENTATION

State filings require a certified insurance policy with a schedule identifying each insured ride by name and serial number. For District approval, submit the certificate of insurance, additional insured endorsement, and proof that the specific equipment and activity are covered. Celina ISD's existing rental guidelines require at least \$1 million combined single limit for bodily injury and property damage; higher or specialized coverage may be required after review.

State ride category	Minimum state liability coverage
Class A — fixed location and primarily for children age 12 or younger	\$100,000 bodily injury and \$50,000 property damage per occurrence with \$300,000 annual aggregate; or \$150,000 single limit per occurrence with \$300,000 annual aggregate.
Class B — rides not meeting the Class A definition, except the special category below	\$1 million bodily injury and \$500,000 property damage per occurrence; or \$1.5 million combined single limit per occurrence.
Class B motorized trains and continuous-air-flow inflatables	\$1 million per occurrence.

VENDOR FILING FEE AND OPERATING SCHEDULE

Owners and operators pay a \$40 filing fee per ride after TDI receives the required signed inspection and insurance documentation. Mobile operators also file Form AR-102 listing operating locations and dates for each six-month period. These are vendor obligations, not a District application fee.

Payment options include TDI's online payment service or a check or money order payable to the Texas Department of Insurance with the company name included. Mailing address: Texas Department of Insurance, Amusement Rides Program, PC-INSP, P.O. Box 12030, Austin, TX 78711-2030.

OFFICIAL VERIFICATION AND VENDOR RESOURCES

[TDI amusement ride requirements and FAQ](#)

[Verify current amusement ride compliance stickers](#)

[Verify amusement ride operators' insurance policies](#)

[TDI amusement ride forms including inspection and operating schedules](#)

[TDI amusement ride sticker payment service](#)

The TDI FAQ also links to current inspectors, insurance agents, Occupations Code Chapter 2151, and 28 Texas Administrative Code 5.9004. Review current official requirements when submitting each request.

Prepared October 2, 2026. The 15-business-day submission deadline, vendor documentation process, and expanded activity review list are proposed administrative additions for District approval before publication. Safety practices incorporate the insurance provider's guidance supplied to Facilities Management.