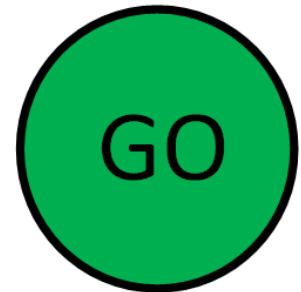
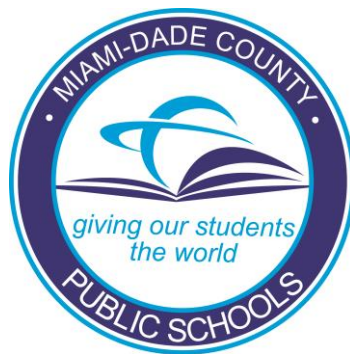


# Miami-Dade County Public Schools

## On-Campus Activity Guide



Prepared by:

Office of Risk and Benefits Management  
School Operations  
Department of Safety

6/23/2016

## **GENERAL INFORMATION**

The purpose of this guide is to assist schools and school-based organizations such as; PTA, PTO, School Site Administrators, Activity Directors, and Booster Clubs in identifying appropriate fund-raising activities, special events and sponsored programs (such as summer camps) along with putting on a safe and successful event.

While many activities are appropriate for a school site setting others may pose a significant risk of injury or damage to property. In order to create a user friendly guide we have separated the activities into three categories: Prohibited, Caution and Go. This guide will provide an overview of common activities and or requests often received from schools sites. The activities contained in these categories are not comprehensive and are subject to change. If you have any questions regarding an activity which does not appear in this guide please call the Office of Risk and Benefits Management's Risk Compliance Assistant at (305) 995-7133.

According to Board Policy 7510 – Use of District Facilities, District grounds and facilities should be made available for community purposes, provided the use does not infringe on the original and necessary purpose of the property or interfere with the educational program. Temporary use of these facilities for non-school educational, civic, cultural, recreational, artistic, or charitable programs may be approved by the administrative staff as follows:

- A. Renter must initiate an Application for Temporary Use of School Building Facilities of the District- Temporary Use Agreement (Form #FM-0117) which must be signed by the Principal and approved by the Superintendent.
- B. Renter must provide a certificate of insurance showing evidence of Commercial General Liability insurance with minimum limits of \$300,000 per occurrence. The School Board, its employees and agents are to be named certificate holders as additional insured.
- C. Renter must comply with the Jessica Lunsford Act as required.
- D. Renter shall prepay rental charges if not waived by Region Superintendent and Deputy Superintendent of School Operations.

Groups, organizations, or individuals employed by the Board or agent of the Board using school facilities to execute official duties as required by Board rule, policy, or directions are exempt from fees and charges. These groups should coordinate use with the principal or site administrator of the facility.



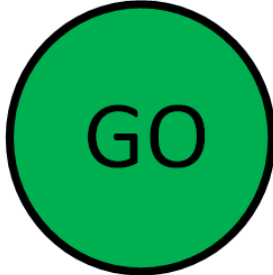
School Board Policy 7510, Use of School Board Facilities, requires outside users of School Board facilities to provide proof of liability insurance coverage. If the renter does not carry their own liability coverage, the renter can procure such coverage through the Board's Facilities Use Liability Insurance Policy, which is administered by the Office of Risk and Benefits Management at very competitive rates.

Throughout the school year, special events both school sponsored and non-school sponsored are organized for fundraising, student entertainment and enrichment. School sponsored activities may occur during school hours, outside the normal school day, or on or off campus.

Target Audience:

- School Based Administrators/Treasurers/Activity Directors
- School After Care Directors
- Plant Operations
- PTA Presidents
- PTO members
- Booster Clubs
- Athletic Directors
- Summer Camp Programs
- Lessees

In order to create a user friendly guide we have separated the activities into three categories Prohibited, Caution and Go.

<p>Prohibited activities are not permissible under Board Policy, State Statute or may present significant risk of injury or liability exposure to the District.</p>	
<p>Caution activities may require additional insurance and input from district offices such as School Operations, The Department of Safety and the Office of Risk and Benefits Management. All requirements must be met prior to engaging in activities listed under the Caution heading.</p>	
<p>Green activities are approved. Please note some green light activities may require a facilities use rental form as well as evidence of insurance as required under School Board Policy 7510.</p>	



**Prohibited** activities under a Board policy and/or not approved by Risk Management and the Department of Safety Management for use on School District Property.

- Alcohol sales
- Aircraft, helicopter rides, or hot air balloon rides
- Bounce houses
- Bungee jumping
- Bingo, card playing (except for Curriculum-based activities)
- Duck boats
- Donkey Baseball/Basketball
- Go carts
- Gambling
- Hot air balloons/balloon rides (on ground or in the air)
- Hayrides
- Human canon balls (or any variation)
- Limousine rides
- Mechanical Rides (on-campus) of any sort whatsoever which require inspections by State Department of Agriculture
- Mechanical Bull Rides
- Monster Trucks
- No aircraft, lighter-than-air-craft, automobiles, motor scooters, motorbikes, or small vehicles, licensed or unlicensed are to be operated on school grounds (see Board Policies 7510 – Use of District Facilities)
- Pony rides/ Animal Rides of any kind
- Paint Ball Games
- Pyrotechnic displays including fire eating/ fire baton twirling
- Slam Dancing (Moshing, Stage Diving)
- Sumo wrestling (zip in/velcro suits)
- Smoking (including electronic and vapor cigarettes) (Please see board policy 5512 – Use of Tobacco Products and Smoking Devices)
- Slacklining
- Trampolines
- Unlicensed Fireworks (please reference Board Policy 7510)
- Weapons
- Zip Lines (except under approved JROTC Program)
- Parachuting
- Hoverboard
- Skydiving



**Caution** Activities may require additional insurance coverage, waivers of Liability and Certificates of Insurance.

Activity	Requirements
<p><b>Animals on District Property</b> see Board Policy 8390</p>	<ol style="list-style-type: none"> <li>1. Animals are personal property and permitted in schools, on other District property, District transportation, and at District-sponsored events only with prior approval and where necessary to support specific curriculum-related projects and activities, school security programs, or to serve as service animals as required by law.</li> <li>2. Children may be exposed to dangerous E. coli bacteria at petting zoos and fairs. Children may pet the animals, and then put their hands in their mouths or touch food they will eat. Have antibacterial hand gel readily available on site, and require all your participants who pet animals to wash their hands.</li> </ol>
<p><b>Inflatables/Water Slides</b></p>	<ol style="list-style-type: none"> <li>1. Schools based organizations should obtain a written document outlining what inflatables will be furnished. You must FAX or email a copy of the contract to Risk Management. (Fax 305-995-7199)</li> <li>2. Obtain a Certificate of Insurance and an endorsement naming the School Board of Miami-Dade County Public Schools as additional insured on the policy.</li> <li>3. The vendor/service provider must not require schools to sign a Hold Harmless Agreement or have students sign a waiver of liability.</li> </ol>

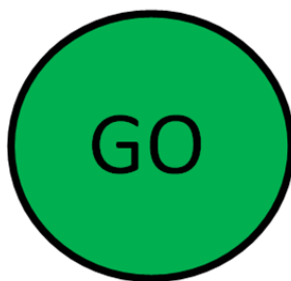
<p><b>Car Wash</b></p>	<ol style="list-style-type: none"> <li>1. When holding a car wash fund raiser the owner must move the vehicle. Individuals washing cars should not wear belts or other clothing or jewelry that may scratch the vehicle.</li> <li>2. Car wash must be conducted in a safe area.</li> </ol>
<p><b>Mechanical Rides which do not require inspections by State Department of Agriculture.</b></p>	<ol style="list-style-type: none"> <li>1. Schools based organizations should obtain a written document outlining what mechanical rides will be furnished. You must FAX or email a copy of the contract to Risk Management. (Fax 305-995-7199)</li> <li>2. Rides must be approved by the Department of Safety.</li> <li>3. The vendor/service provider must not require schools to sign a Hold Harmless Agreement or have students sign a waiver of liability.</li> <li>4. Obtain a Certificate of Insurance and an endorsement naming the School Board of Miami-Dade County Public Schools as Additional Insured on the policy.</li> </ol>
<p><b>Climbing Walls</b></p>	<ol style="list-style-type: none"> <li>1. School based organizations should obtain a written document outlining what rental equipment will be furnished. You must FAX or email a copy of the contract to Risk Management. (Fax 305-995-7199)</li> <li>2. Obtain a Certificate of Insurance and an endorsement naming the School Board of Miami-Dade County Public Schools as Additional Insured on the policy.</li> <li>3. The vendor/service provider must not require schools to sign a Hold Harmless Agreement or have students sign a waiver of liability.</li> </ol>
<p><b>Craft Fairs, Holiday Boutique and Swap Meets (Run by outside Vendors/Service providers)</b></p>	<ol style="list-style-type: none"> <li>1. Schools based organizations should obtain a written document outlining what will be furnished. You must FAX or email a copy of the contract to Risk Management. (Fax 305-995-7199)</li> <li>2. Obtain a Certificate of Insurance and an endorsement naming the School Board of Miami-Dade County Public Schools as Additional Insured on the policy. The vendor/service provider must also sign a facilities use agreement.</li> </ol>

<p><b>Health Fair</b></p>	<ol style="list-style-type: none"> <li>1. A facilities use agreement must be utilized.</li> <li>2. Obtain a Certificate of Insurance and an endorsement naming the School Board of Miami-Dade County Public Schools as Additional Insured on the policy.</li> <li>3. If medical services are being provided obtain a certificate of Insurance with Medical Malpractice Insurance coverage with minimum limits of \$1 Million per occurrence. Evidence of a Self-Insurance program must be approved by the Office of Risk and Benefits Management.</li> <li>4. Invasive health procedures are not permitted unless conducted in an appropriate medical setting. Such procedures may include pap smear, prostate exam, intravenous blood draw, etc.</li> </ol>
<p><b>Helicopter Landing (non-emergency)</b></p>	<ol style="list-style-type: none"> <li>1. Governmental entities such as US Customs, Miami Police/Fire Rescue, Miami-Dade County Police/Fire Rescue may land on our schools for activities such as career day with prior approval of the School Site Administrator in addition to performing a site inspection prior to landing.</li> <li>2. An inspection of the landing area must be performed.</li> </ol> <p>The following procedures must be adhered to and followed prior to allowing any privately owned helicopter to land on Miami-Dade County Public Schools Property.</p> <ol style="list-style-type: none"> <li>1. Requests, from the site administrator, MUST be delivered to the Office of Risk and Benefits Management at least three weeks prior to the date of the planned operations. Included in the request shall be: <ol style="list-style-type: none"> <li>a. A photocopy of the pilot's license with endorsements.</li> <li>b. A photocopy of the aircraft's license clearly showing ownership.</li> <li>c. A Certificate of Insurance - provided to the Office of Risk and Benefits Management on the District's form – indicating that the School Board of Miami-Dade County, Florida, its employees and agents are named as additional insureds. Such liability</li> </ol> </li> </ol>

	<p>insurance must also cover the contractual indemnification and hold harmless clause included in the Board's certificate form.</p> <ol style="list-style-type: none"> <li>2. Requests for approval of helicopter operations will be addressed on a case by case basis.</li> <li>3. Helicopters must be owned and operated by the same entity.</li> <li>4. Pilot must be an Airline Transport Pilot with a rating type.</li> <li>5. Insurance requirements; minimum of \$5,000,000.00 liability.</li> <li>6. Owner/operator shall be responsible for providing security necessary for the protection of students, staff, visitors and property. <ol style="list-style-type: none"> <li>a. A circle, with a radius of 100 feet shall be the minimum area for safe operations of a helicopter from a M-DCPS facility.</li> <li>b. No objects or personnel will be dropped from a helicopter while it is operating in the airspace within the boundaries of a school.</li> </ol> </li> <li>7. When feasible, within five (5) working days of the scheduled operation, the pilot and a school administrator will jointly visit the proposed landing site to determine the actual landing area and arrange for security/safety and other matters necessary for the safe operations.</li> </ol>
<p><b>Water Related Activities/Swimming, Snorkeling, kayaking etc.</b></p>	<ol style="list-style-type: none"> <li>1. Please click on the following link to see <a href="#">Water Safety Manual</a>.</li> </ol>
<p><b>Litter and Beach Clean-up</b></p>	<ol style="list-style-type: none"> <li>1. Adequate supervision must be provided. Reflective vest and rubber gloves must be used. Ensure that the activity does not involve standing in roadways, boats or medians.</li> <li>2. Chaperone ratio must comply with Board Policy 2340 Field Trips</li> </ol>
<p><b>Food Trucks</b></p>	<ol style="list-style-type: none"> <li>1. Obtain a Certificate of Insurance and an endorsement naming the School Board of Miami-Dade County Public Schools as Additional Insured on the policy. The</li> </ol>



	<p>vendor/service provider must also sign a Facilities Use Agreement.</p> <ol style="list-style-type: none"> <li>2. This activity should not conflict with the School Food Service and it should comply with all Department of Health requirements.</li> <li>3. Must meet minimum auto insurance requirements of \$300,000 per occurrence.</li> <li>4. A license from the Department of Health, Florida Department of Agriculture or the United States Department of Agriculture.</li> <li>5. Current Local Business Tax Receipt</li> <li>6. Florida Department of Health Sanitation Certificate</li> </ol>
<b>Model Rockets</b>	<ol style="list-style-type: none"> <li>1. Notify the Division of Safety and Emergency Management at least 30 days in advance of any planned rocket activities.</li> <li>2. Documentation relative to the types of rockets to be used, and the credentials of the sponsor must be forwarded to the Division of Safety and Emergency Management for review.</li> <li>3. Name and grade level of each participating student must be forwarded to the Division of Safety and Emergency Management.</li> <li>4. The sponsor or responsible administrator must provide a written description of the results of the demonstration to the Division of Safety and Emergency Management within ten days of the demonstrations.</li> <li>5. A minimum of two ABC type fire extinguishers must be on site, and supervised at all times.</li> <li>6. This type of project or any similar to this project must have prior approval from the Office of Risk and Benefits Management and the Division of Safety and Emergency Management</li> </ol>
<b>Filming on School Board Property</b>	<ol style="list-style-type: none"> <li>1. Please see 7510 School Board Policy.</li> </ol>
<b>Drones</b>	<ol style="list-style-type: none"> <li>1. Must be part of an approved educational curriculum and/or School Activities related to School Operations and Law Enforcement</li> </ol>



Approved activities and events:

After-school treats	Food Sales <i>Please see Wellness Policy 8510</i>	Scarecrow Competition
Arts & Crafts Activities	Gift Wrap/ Wrapping Sales	School Play
Auction/Silent Auction	Golf Tournament	Science Fair
Bike Display & Bike Rodeo	Greeting Cards Sales	Silhouettes
Book Fair	Haunted House	Skate Night (Off-Campus)
Bake Sales	Hobby Shows	Snack Food Sales
Bowling	Ice Cream Socials	Snow Day
Broom Hockey	I.D. Bracelets	Spelling Bee
Calendar Sales	Karaoke	Sponge Toss using goggles
Candy Sales	Line Dancing	Talent Shows
Christmas Tree and Wreath Sales (no-cutting)	Magazines Sales	Water Balloon Toss
Colored Sand Painting	Magic Shows	Water Bottle Sales
Cookbook Sales	Math Fair	Yearbook Sales
Cooking Classes	Mouse Trap Maze	
Carnival Costume Rentals	Popcorn Sales	
Fish Ping Pong	Movie Night	
Craft Fairs (Purse/Makeup Sales)	Parent Education Workshops	
DJ's	Pee Wee Golf	
Dancers and Dance Revolution	Storytellers/Performance	
Dunk Tanks (no students)	T-shirt Sales	
Dinner (pasta, international, BBQ, etc.)	Reading Night	
Enrichment Academic only (refer to exclusions on Red Light list)	Ring Toss	
Football throw through target	Roll Reversal Plays	
Fashion Show	Rummage Sales (All receipts go to PTA)	

# BOARD POLICIES

Please Review the following [School Board Policies](#) which govern the use of District Facilities as well as special events:

- 2340 Field and Other District-Sponsored Trips
- 5830 Student Fundraising
- 7217 Weapons
- 7434 Use of Tobacco Products and Smoking Devices
- 7510 Use of District Facilities
- 8390 Animals on District Property
- 8400 Health and Safety Issues
- 8475 Criminal Background Screening Of Vendors, Individuals, Or Entities Under Contract With The School Board
- 8510 Wellness Policy
- 8640 Transportations for Field and Other District-Sponsored Trips

# FORMS

- [Application for Temporary Use of School Board Building Facilities](#)
- [Facilities Use Insurance Certificate](#)
- [Water Related Field Trip Packet](#)