

Party/Event – On/Off Campus During the School Day Where School (PFC) is Contracting Directly with Vendors

1. Schools should contract directly with all vendors who will be paid for the event. Use the independent/contractor services agreement located on the lvusdstaff.org website.
2. If the PFC is funding the event, obtain a LOI from the PFC (and minutes if over \$2,500). The PO will be set up as a billable to the PFC.
3. For vendors who will not be paid, is the vendor directly or indirectly benefiting (i.e. marketing to students)?
 - a. If yes – hold harmless AND independent/contractor services agreement (ICA) required.
 - b. If no – no hold harmless or ICA required.
4. For either an ICA or a Hold Harmless, obtain the required insurance from the vendor per the visitor guidelines.
 1. Certificate of General Liability Insurance and an additional insured endorsement required. Depending upon the nature of the event, a waiver of subrogation and a primary and noncontributory endorsement might also be required.
 2. Workers Compensation Insurance and a waiver of subrogation endorsement required.
 3. If the vendor will be driving onto the campus (not just the parking lot), then Commercial Auto Insurance is also required including a waiver of subrogation endorsement.
5. No animals, no water activities, no rock climbing or similar activities, no inflatables, no rebounding activities or any form/modification of these.
6. Refer to ASCIP B Flyer for additional guidance.

Party/Event - At a Facility During the School Day that Operates their Own Activities (e.g. Camp Keystone)

1. School contracts directly with the facility owner.
2. If there are additional vendors who will be paid by the school (PFC), other than the facility owner, schools should contract directly with all vendors who will be paid for the event. Use the independent/contractor services agreement located on the lvusdstaff.org website.
3. If the PFC is funding the event, obtain a LOI from the PFC (and minutes if over \$2,500). The PO will be set up as a billable to the PFC.
4. The Facility Owner will likely ask for proof insurance from the district. Please contact Tracy Cox and Claire Borsheim, and provide a copy of the signed contract in order to obtain the insurance certificate.
5. If the school/PFC will hire a vendor (not associated with the facility), follow the steps above for events on campus.

Party/Event - Held On or Off Campus AFTER SCHOOL hours (NOT ASSOCIATED WITH THE SCHOOL)

1. If the event is on campus, work with facilities coordinator (Cindy Taylor) and follow guidelines provided. Facilities coordinator will evaluate site rental fees as applicable and communicate any insurance requirements.
2. If the event is off campus after school hours, recommend PFC obtains insurance naming themselves as the additional insured.
3. If the event includes any of the restricted activities, the event cannot be associated with LVUSD, the school site, nor booster club. The event cannot be marketed through any of the known platforms used by the school or booster club (e.g., Twitter, Facebook, newsletter, via email, etc.).