
[princi_elem] [principals] Spring Events

From : facilityuse@4j.lane.edu Fri, May 03, 2024 12:31 PM
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Subject : [princi_elem] [principals] Spring Events
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Good Afternoon Everyone,

I wanted to send a reminder to everyone as we come up on the end of the year. Please make sure that you have entered all of your end of year events into the schedulefm calendar (i.e.: Carnivals, Graduations, Band/Choir concerts) I want to make sure that if these events are not in our calendar and get put in late that I have enough time to let our Class I Users know so they are not on the premises if need to be. Please let me know if you have a Carnival or exterior use event coming up that I will need to notify our Class I Users to not use the fields that day. Sometimes these events were put in months ago and between all of the schools I cannot keep track of which schools will need their entire school including exterior for an event. So if there is one that you can think of coming up please email me as soon as possible.

I also wanted to let everyone know I have gotten a few calls and questions from PTO groups/clubs about inflatables & food trucks for carnivals and end of year celebrations. I wanted to send this handy sheet that Dustin in purchasing sent out earlier in the year. It is a great time to send these reminders to the PTO groups and clubs on what is and isn't okay for the end of year events. (These type of questions are not facility use related but I wanted to address it as I have gotten multiple calls about it.)

I also wanted to check in with everyone and make sure everything is going smoothly with outside users using our exterior facilities. I am so thankful for everyone's feedback throughout the beginning of the year, it has helped me tremendously learn what things I can work on in my position to make these transitions and relationships work smoother for the next season. These past 7 months have flown by and I could not do my job if it weren't for the help from all of you. I am sincerely grateful for the relationships we have built in this short amount of time.

As always if you ever have any questions or problems regarding facility use please feel free to reach out to me privately. I appreciate you!
Hope your Friday is going quickly and that you have an amazing weekend! 😊
Talk with you soon. Thank you,

Taryn Armstrong
Facility Use Coordinator
Eugene School District 4J
Direct line: 541-790-7406

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Carnivals-End of Year Celebrations on 4J Property.pdf

181 KB



Back to School Events – Carnivals – End of Year Celebrations and Other Events on 4J Property

The following is a list of basic requirements that must be met when renting amusements and inviting vendors for any event being held on Eugene District 4J property.

All vendors must meet District contracting and insurance requirements (below) – at least 1 week prior to event.

WHO IS A VENDOR?

- DJ's
- Concessions
- Photographer
- Food Trucks (potentially!)

A vendor is anyone doing business or providing a service on District property and the District is paying that person/company. All vendors must have a current contract and insurance on file with Purchasing and Contracts.

- purchasing@4j.lane.edu

See below for District insurance requirements.

WHY DO I NEED A CONTRACT?

If you are hiring a vendor or other independent contractor for services, you will need a contract to protect yourself and the District in the event something unexpected occurs. For questions about contracts, or getting the contract process started, please contact purchasing@4j.lane.edu.

501(c)(3) PTO/PTA's **must** comply with District safety guidelines and **must** name the District as an additional insured on a \$2 million occurrence/\$4 million aggregate general liability policy. Please contact purchasing@4j.lane.edu if your PTO is inquiring about an event on 4J property. The contracting process is a bit different with PTOs, but there are still forms to be signed.

DESTINATION EVENTS

Destination Events is a great resource to rent games, tents/tables/chairs, DJ services, or photo booths. The District has an annual master service agreement with Destination, meaning we have already reviewed and approved all terms and conditions. Destination requires individual rental agreements with schools. Please send anything requiring a signature to purchasing@4j.lane.edu.

WHAT ARE SOME CARNIVAL-RELATED THINGS THAT ARE NOT ALLOWED?

- Inflatables. Inflatables like bouncy houses – or things that will be climbed on – are not allowed. Inflatable games, like basketball or a football toss, are fine as long as they can't be climbed/walked on.
- Dunk Tanks

- Trampolines or Mechanical Bulls

FOOD VENDORS AND FOOD TRUCKS

No event is complete without some good food and snacks! If you are having a food truck or other food vendor come to your site, please be sure to follow the following guidelines:

Remember that food cannot be sold during school hours as the USDA considers this “competitive foods.” This applies year round, so this also applies to summer programs. Please reach out to nutrition@4j.lane.edu with any questions about food and school hours.

When possible, use our high school culinary team to cater your event.

The majority of food trucks in our area will agree to come to a school site for an event a no charge to the District – individual families will purchase food from them, so they make their money in sales. In this instance, a contract is not required. All a school needs to do is gather and send to purchasing@4j.lane.edu the food truck company’s:

- Food handlers card
- Certificate of Insurance
- W9

Sometimes, a food truck will require a flat fee from a school – often, when it is catering an event. Since the District is paying the food truck company directly, **a contract is required**. Reach out to purchasing@4j.lane.edu to get the PSA process started.

Food trucks are not allowed to use electrical hook-ups connected to any school or department site. This is a Facilities rule. All food trucks must come equipped with their own power source.

MOVIE NIGHT

Public performances of motion pictures and other audiovisual works are illegal unless they have been authorized by license. Even “performances in ‘semipublic’ places such as clubs, lodges, factories, summer camps and **schools** are ‘public performances’ subject to copyright control” (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64). Both for-profit organizations and non-profit institutions must secure a license to show regardless of whether an admission fee is charged (Senate Report 94-1476, page 62).

- For 4J sponsored events: The District has an umbrella license covering all District sponsored programs. Verify that your film title is listed here: <https://www.swank.com/k-12-schools/movies/>. For additional details or questions, please contact the Technology Department.
- For PTO/PTA 501(c)(3) sponsored events: You will need to purchase a single event public performance license through a reputable licensing organization, and 4J must receive a copy of the certificate at least 24 hours in advance of the event. Certification can be sent to your school secretary.

The District **cannot** charge a fee to view movies. A good fundraising tip: charge for food or snacks, crafts, or activities during the movie. Be creative and stay in compliance with the copyright laws for a fun event.

DISTRICT INSURANCE REQUIREMENTS

In any agreement with an amusement vendor, the District requires the following insurance limits:

General Liability – to include premises operations, independent vendors, products/completed operations and blanket contractual: \$2,000,000 Combined Single Limit Bodily Injury, Property Damage and Personal Injury any one occurrence and \$4,000,000 in the aggregate.

Auto Liability – including owned, non-owned and hired vehicles: \$1,000,000 Combined Single Limit Bodily Injury and Property Damage any one occurrence and \$2,000,000 in the aggregate. State of Oregon mandated limits for personal auto insurance may be accepted in certain circumstances.

Worker’s Compensation – as required by law.

Certificate of Insurance – The District shall be named as additional insured on liability and auto policies and shall be provided a copy of the additional insured endorsement. Certificate of Insurance can be sent to purchasing@4j.lane.edu.

4J RISK AND ASSET MANAGEMENT CONTACT INFORMATION:

risk@4j.lane.edu

Angi Meyer, Associate Director of Risk and Asset Management
meyer_a@4j.lane.edu
541-790-7632

Eugenia Gonzalez, Risk Management Program Manager
gonzalez_e@4j.lane.edu
541-790-7537

WHAT TO DO IF THERE IS AN ACCIDENT

Seek proper medical attention – call 911 if necessary.

Follow normal incident response to contain the incident.

Notify building administrators as soon as possible.

Report any injuries or losses to _____

If a student is injured you will need to file a student accident report within Synergy.