

## PTA Carnival / Festival General Information

- Event notification must be submitted by the ***School Principal*** to confirm reviewed and approved Carnival.
- All Carnivals / Festivals must be held on a Saturday.
- The PTA will be responsible for payment of custodians as determined by MISD policy.
- It is mandatory to have one (1) person designated to be responsible for ensuring all District guidelines are met for the duration of the set-up and the duration of the actual event. The responsible person must be the Principal, Assistant Principal or the Principal's designee.
- Dunk Tanks are **NOT** permitted for use inside of building.
- Indoor Carnivals are limited to hard surface commons areas. The use of the gymnasium will be at the discretion of the campus principal. The principal must approve each activity scheduled for the gymnasium. Activities that present a potential to damage the floor will not be allowed.
- District equipment is NOT available for loan or use.
- **It is required to have two (2) custodians present the entire duration of a Carnival / Festival at all MISD Campuses.**

**The PTA will be responsible for paying for each of these custodians.**

**The pricing is \$25/per hour per Custodian.**

**One custodian will be paid to open, work the entire event, clean & close.**

**The second custodian will be paid to work the entire event, clean & close.**

**Please look at the following example of a carnival for 4 hours:**

	<b>CUSTODIAN 1</b>	<b>CUSTODIAN 2</b>
	Number of Hours	Number of Hours
<b>OPEN</b>	1	0
<b>WORK EVENT</b>	4	4
<b>CLOSE &amp; CLEAN</b>	2	2
<b>Total # of Hours</b>	<b>7 hrs</b>	<b>6 hrs</b>

**TOTAL COST 13 HRS X \$25 = \$325.00**

# PTA Carnival / Festival Checklist

## 1) Principal Review - Six (6) Weeks prior to actual event

Must have all of the following ready for view by Campus Principal

- A) Date & Times (**Saturdays Only**)
- B) All Activities & Location of Each (Including Building Map)
- C) Any and All Vendor Information
- D) Back-up Plans in the event of Rain, etc.

## 2) Insurance – One (1) Month prior to actual event

Must have copies of Insurance for Bounce Houses, Dunk Tanks, etc. Send copy to Shelley Trammell, Benefits Risk Manger located at the Administration Building, (817) 299-6330.

## 3) Event Notification Forms - One (1) month prior to actual event

**Principal** must submit all of the following to the Facilities Department.  
Contact Person - Kelly Hall, 817.299.4343, Fax 817.473.5737,  
[hallke@mansfieldisd.org](mailto:hallke@mansfieldisd.org)

- A) Event Form with contact numbers for both the PTA President and Carnival Chairman listed
- B) MISD Rental Agreement
- C) Building Map displaying location of all Activities
- D) This Carnival / Festival Checklist
- E) All required forms must be signed off on by Kelly Hall and campus Principal.

## 4) MISD Police Officer

An MISD Police Officer is not mandatory, however, recommended. Please contact the MISD Police Dept., (817) 299-6000 to schedule one.

MANSFIELD ISD  
220-908

COMMUNITY RELATIONS;  
USE OF SCHOOL FACILITIES

## RENTAL AGREEMENT

The Mansfield Independent School District (hereinafter District), agrees to allow \_\_\_\_\_  
(Lessee) (individual, group, or organization), the use of \_\_\_\_\_  
at \_\_\_\_\_ on \_\_\_\_\_ between the hours of \_\_\_\_\_  
and \_\_\_\_\_ subject to the following conditions:

1. That the Lessee pays all applicable fees in accordance with the established fee schedule with the understanding that only the rented area is provided with air. (See Attached Schedule / Invoice).
2. That the Lessee use the facility only for the purpose of: \_\_\_\_\_.
3. That the Lessee shall be responsible for restoring the facility to its original state after use.
4. That the Lessee agrees to abide by the rules and regulations for facility use outlined in District Board Policy GKD (local).
5. That the Lessee accepts full responsibility for protecting school property and equipment, and assumes any and all liability for repairs or replacement or for any damage done to buildings, equipment, or other school property used by the Lessee. Lessee also assumes full responsibility for the conduct of any and all persons using the facility during the rental period.
6. That the Lessee agrees to assume all liability and to hold harmless and indemnify the District, its Trustees, employees, and agents from any and all liability arising out of the Lessee's use of District facilities.
7. That the Lessee furnishes evidence of liability insurance coverage for the event held in connection with the rental and shall name the District as an additional insured on the policy as specified by the District.
8. Lessee understands that Gymnasiums are to be utilized for Athletic activities such as Basketball, Volleyball, etc only. Anything other than the designed use is subject to the approval of the building Principal or MISD Administrative Staff. All room (area) assignments are subject to change as determined by Mansfield Independent School District.
9. Both parties, District and Lessee, may exercise the right to terminate this Rental Agreement for any reason deemed necessary, with a 30-day written notice to corresponding party.

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

LESSEE:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
POSITION OF LESSEE

\_\_\_\_\_  
ORGANIZATION

DISTRICT:

\_\_\_\_\_  
KELLY HALL, DISTRICT AGENT

\_\_\_\_\_  
Facilities Operations Coordinator  
POSITION OF DISTRICT RENTAL AGENT

\_\_\_\_\_  
Mansfield Independent School District

ISSUED DATE: 10/12/92

AMENDED: 05/14/07