Contracting and Using Inflatables and Rentals

FOR ALL INFLATABLES/RENTALS

1. Make sure that the inflatable/rental company has at least $1,000,000/$2,000,000 of insurance coverage. The insurance must list the “Florida State University Board of Trustees” as additionally insured. (Non-insured vendors MAY NOT be used).

2. Process your contract:
   a. You must complete contract and/or payment processes following SGA or SAC policies.
   b. If you are paying from and SGA-managed account, please visit their website and speak with their staff for requirements. http://sga.fsu.edu
   c. If you are paying from an off-campus account, you are required to turn in a signed RSO Facilities Use Agreement to the SAC Event Planning Office available online at http://union.fsu.edu/sac/eventplanning/documents/Facilitys-Use-for-RSOs.pdf. Please contact the vendor you plan to use and get an invoice and contract/full terms and conditions from them. Remember you are responsible for contracts you sign, so read them carefully. Our staff can help with reviewing contracts and providing guidance to help limit liability for your group.

3. All insurance and paperwork must be turned in a week in advance of your event.

FOR INFLATABLES AND ATTRACTIONS

1. Make sure there is plenty of room between the inflatables and other event areas, including areas for traffic flow.
2. Most inflatables require electricity or water access; make sure that you have access to these facilities if needed.
3. Be sure to tape down any electrical cords that cross walkways to stay in compliance with the Americans with Disabilities Act.
4. Before allowing participants on the inflatable(s) or attractions that involve physical activity make sure that:
   a. Warning signs, as well as instructions, are posted clearly.
   b. Participants sign a waiver. (sample waivers can be found on the Event Planning site at http://union.fsu.edu/sac/eventplanning/forms-for-events)