

AP 535 – School Based Events

Background:

The school district appreciates and encourages social and fund-raising events at our schools, and we welcome the many opportunities that our broader school community brings to our students. These events can encompass many different activities, with varying degrees of involvement from school administration and PACs.

Procedures

1. General Guidelines

- 1.1 Clear communications between site administration, staff and school PACs are essential to ensure successful events.
- 1.2 All events must be reviewed and approved by the school principal prior to the issuance of invitations or signing of contracts with participating vendors.

2. Insurance requirements

- 2.1 Appropriate insurance must be in place prior to the event taking place.
- 2.2 General liability insurance for school-sanctioned events is provided under the district's policy with Schools Protection Plan.
- 2.3 Additional insurance is required where 3rd party vendors are involved in an event.
- 2.4 Non-school-sanctioned events are not covered by Schools Protection Plan.
- 2.5 Please refer to Appendices AP535 A, B, C and D for further guidance.

3. Space

- 3.1 Space requirements should be considered during the planning process.

- 3.2 District rental procedures may need to be followed to ensure there are no space conflicts. Please refer to WVS Facilities Rentals information on the district website, as well as AP 545 – Rental and Use of School Facilities.
- 3.3 Please refer to Appendices AP535 A for further guidance.

4. Food and Alcohol

- 4.1 Special rules apply to any events serving food and/or alcohol.
- 4.2 Please refer to AP-545 and Appendix A for guidance with respect to food.
- 4.3 Please refer to AP-547 for guidance with respect to alcohol.

5. Special Activities

- 5.1 Some events may include activities that are inherently of higher risk. Please refer to AP 535 Appendices B and C for guidance around inflatable devices and animals.