



Parish/School Event Policy and Procedure Guidelines

The following are Diocese of San Jose Policies and Procedure Guidelines. Depending on the type of Carnival/Festival/Fun Days/Pioneer Days/Parish Days/Fundraisers you are planning some of the following may apply.

- At least 90 days before your event date (some cities require 90 days) before your event date you must have the following documents signed and submitted to the Loss Control & Prevention Coordinator and Arthur J. Gallagher Insurance for review.
 - ✓ Carnival Contract
 - ✓ [Carnival Addendum](#)
 - ✓ [Proof of Insurance request](#)

School and parish carnivals/festivals/fun days/pioneer days/parish days/fundraisers represent one of the highest risks to the parish, school and Diocese of any of the multitude of events that occur. Because of this, it is vitally important that careful attention is paid to the risk management process when preparing for your event.

If the carnival is to have amusement park type rides, please be aware that the company you contract with must be a company that is approved by our insurers. The very first thing that should be done once a carnival company is being considered is to contact the Loss Control & Prevention Coordinator and show the carnival company has adequate insurance and will name the Diocesan entities as additional insured on their insurance policies.

Once the carnival company is approved, then the contract may be signed and the CARNIVAL CONTRACT ADDENDUM must be completed and signed. Note: This addendum should be signed by the Carnival Company at least two months prior to the carnival set up dates so as to provide plenty of time for the insurance carriers to send out certificates of insurance. The Addendum lays out the indemnification language and the insurance requirements that will protect the interests of the Diocese should a loss occur.

The insurance requirements protect the Diocese from the operations of the carnival company as follows:

- **Personal Property Insurance:** This provides first party coverage to the carnival company should damage occur to any of its property (rides, generators, etc) while on the parish, school or Dioceses property.
- **General Liability Insurance and Auto Liability Insurance:** That names “The Roman Catholic Bishop of San Jose, A Corporation Sole” entities as “Additional Insured”. This protects the Diocese from claims and lawsuits brought upon it by third parties alleging bodily injury or damage to their property as a result of the operations of the carnival company.
- **Workers’ Compensation Insurance and Employer’s Liability Insurance:** Protects the Diocese from having to cover an injured employee of the carnival company on its Workers’ Compensation policy should an injury occur.

If you do not receive the evidence of insurance within 30 days of the date the carnival company signed the CARNIVAL CONTRACT ADDENDUM, you should then send out another letter to the carnival company, marked “Second Request,” along with a copy of the signed addendum which will remind them that they have to provide this information prior to being allowed to set up on the property.

Be sure that the Loss Control & Prevention Coordinator is copied on all of the evidence of insurance that is required. If something is not correct, or if the additional insured status is not attached, or the policies will expire prior to the date of the carnival, etc., the Loss Control & Prevention Coordinator will contact you and will ask your permission to contact the carnival company’s insurance broker to rectify the situation.

[Working with County and City Department Helpful Hints](#)

County Requirements

FOOD PERMIT REQUIREMENTS

The California Retail Food Code defines “food” to include food, ice and beverages. Any reference to food in this section reflects this code definition.

The Santa Clara County Department of Environmental Health (County Health Department) is responsible for permitting food operations at public events. If food is distributed to the public at a public event, temporary event permits are required.

ALL application forms and fees must be submitted together by the Event Coordinator to the Department of Environmental Health Services at least 2 weeks prior to the event in person or by mail. Applications received within 1 week of the event start date may not be accepted. Below are links that are provided by the Santa Clara County Department of Environmental Health.

Temporary Events

<https://www.sccgov.org/sites/cpd/programs/TE/Pages/home.aspx>

Temporary Events FAQ's

https://www.sccgrg/sitov.oes/cpd/programs/TE/Documents/TE_FAQs.pdf

Application to Operate a Temporary Event

https://www.sccgov.org/sites/cpd/programs/TE/Documents/TE_Coordinator.pdf

Application for Temporary Food Facility Permit

https://www.sccgov.org/sites/cpd/programs/TE/Documents/TE_Food_Vendor_Application.pdf

If you have any questions, please contact the Department of Environmental Health.

County of Santa Clara Department of Environmental Health (DEH)

Consumer Protection Division

1555 Berger Drive, Suite 300

San Jose, CA 95112

Tel: (408) 918-3400

Fax: (408) 258-5891

City Requirements -Temporary use of Private Property for Outdoor Events

The Office of Cultural Affairs permits the temporary use of outdoor private property for events with three or fewer days held on private property. An Organizer is required to obtain a temporary event permit from the Office of Cultural Affairs, if the proposed event on private property and:

- Displaces required parking for the existing use of uses of the site.
- Requires a permit from the police department, fire department or the California Department of Alcoholic Beverage Based on the zoning location of the parcel for the proposed event, use restrictions will include hours of operations, number of event

allowed within a given period of time, the number of days the event may be held, minimum separation from adjacent residential uses, etc.

No *event* permit for an outdoor private property *special event* shall be issued unless the following conditions have been met and the applicant agrees in writing to comply with these conditions:

- A. All amusement rides, booths, tents and equipment shall be located at least twenty (20) feet from all frontage streets.
- B. The outdoor private property *special event* venue shall have direct vehicular access from a public street.
- C. The size, configuration and location of the outdoor private property *special event* venue shall be suitable for the proposed number of attendees taking into account other events which are scheduled to occur during the same time period at locations in proximity to the proposed site for the outdoor private property *special event*.
- D. The outdoor private property *special event* applicant has made provision for each of the following:
 - ✓ refuse disposal and sufficient trash receptacles within the *event* site;
 - ✓ litter removal within a three hundred foot radius of the boundaries of the *event* site;
 - ✓ scheduled maintenance of the outdoor private property *special event* venue during the course of the *event*, including removal of animal waste, if applicable;
 - ✓ sanitary facilities, including adequate restrooms and/or portable toilets.
- E. The police department has approved the applicant's security and traffic plans, if applicable. The thresholds for requiring either a security or traffic plan or both shall be set forth in the regulations issued pursuant to this part.
- F. The applicant shall be responsible for reimbursing the city for the direct cost of police services in the *event* that the outdoor private property *special event* requires extra police services in addition to the regular patrol services provided in the police district in which the outdoor private property *special event* site is located. The criteria for assessing whether the outdoor private property *special event* will necessitate additional police services shall be set out in the regulations issued pursuant to this part.
- G. The applicant shall be responsible for reimbursing the city for the direct cost of litter removal within a three hundred foot radius of the boundaries of the *event* site in the *event* that the applicant fails to comply with this requirement.

- H. The fire department has approved applicant's plans for fire control devices, tents and canopies, cooking equipment, pyrotechnics and emergency vehicle access, if applicable.
- I. The California Department of Alcohol Beverage Control has issued a permit for the sale of alcohol or the applicant has certified that the sale of alcohol will not occur.
- J. The applicant will provide written notification of the outdoor private property *special event*, including time, date and description of activities to property owners within three hundred (300) feet of the outdoor private property *special event* site at least fourteen (14) days in advance of the first day of the *event*. An *event* permit holder who is issued a permit fewer than fourteen (14) days in advance of the first day of the *event* shall provide the required notice within twenty-four (24) hours following the issuance of the permit but no later than two (2) business days in advance of the first day of the *event*.

To process an Outdoor Special Event Application with a proposed use of private property, the application must include:

- a) The Assessor's Parcel Number.
- b) A letter from the property owner authorizing the use of the parcel of land for the event.

Visit your City's website for the online application. The attached is an example of the required information about your event "[Events Application Required Information](#)"

Sound Restrictions

No loudspeakers or sound amplifiers unless authorized through issuance of a special event permit, and follows conduct in accordance with the conditions of such permit.

Fire Department Requirements

All Outdoor Special Events within shall comply with all applicable regulations pursuant to the California Health and Safety Code and California Fire Code.

SCOPE

This standard shall apply to all individual cooking booths, mobile food trucks, vendor booths, tents, and any other permitted activities within a Special Event.

PERMITS AND APPROVAL

Permits and approval may be required based upon the scope of operation and information submitted in the special event application. The following shall be inspected prior to the event. Obtain guidelines from your City's Fire Department.

- FIRE DEPARTMENT ACCESS
- FIRE EXTINGUISHERS
- FRYING & OPEN FLAME COOKING
- CHARCOAL COOKING
- HEATING EQUIPMENT
- LIQUEFIED PETROLEUM GAS (LPG)
- ELECTRICAL POWER
- PUBLIC SAFETY GUIDELINES

FIRE SAFETY TIPS

1. Know where the nearest fire extinguisher is located and how to use it.
2. DO NOT leave cooking operations unattended.
3. DO NOT wear loose fitting clothing while cooking.
4. DO NOT spray lighter fluid on charcoal that has been previously ignited.
5. Keep combustibles away from heat sources.
6. In case of emergency, stay calm and DIAL 9-1-1.

Alcoholic Beverage Requirements

The sale or service of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the State of California, Department of Alcoholic Beverage Control. Users are required to obtain all appropriate licenses, permits and insurance related to the distribution or consumption of alcoholic beverages.

STATE OF CALIFORNIA
ALCOHOLIC BEVERAGE CONTROL (ABC)
100 Paseo de San Antonio, Room 119
San José, CA 95113
Tel: (408) 277-1200

The Organizer must take the Approved One Day Liquor Application and the Special Temporary ABC License Conditions document issued by their local Police Department to the State of California ABC Office. The Special Temporary ABC License Conditions will denote special conditions and requirements from their City's SEU and VICE Unit.

Best Practices

HIGH RISK ACTIVITIES

Every parish/school sponsored event creates a potential liability for the Diocese. Before Planning parish/school functions, we encourage you to balance the benefits anticipated with the unavoidable risks. Some activities create such a great risk that they cannot be justified. Sponsorship or involvement in the following activities are and **strictly prohibited**:

- Raft, kayak, canoe or similar trips
- Use of Drones
- Inflatable Bouncing Games
- Water and snow skiing
- Wind and water surfing
- Parachute sailing or jumping
- Climbing Walls
- Any event involving motorcycles or all terrain vehicles
- Any event involving livestock
- Boxing or wrestling matches, martial arts, etc
- Dunk tanks
- Fire Performers and Fireworks sales/displays
- Trampolines
- Mountaineering and rock climbing
- Bungee jumping
- Ice and roller skating
- Skate boarding
- Any event involving aircraft, including hot air balloon rides
- Boogie Boarding
- Use of watercraft in general
- Ropes or Adventure Courses where events are conducted more than 12 feet above the ground

VOLUNTEER COORDINATION

Volunteers can contribute greatly to the fun and success of your event and can save you money if they are properly instructed.

Here are a few key suggestions that will help you convey their importance. It's so important for you as the event organizer to train and give your volunteers the information they need to help your event be a great success!

- Know what roles your volunteers will perform during your event
- Know how many volunteers and what their duties will be during their service.

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- Give clear and concise instructions to your volunteers; give them written instructions of what is expected of them.
- Keep volunteers engaged and working throughout their entire event shift.
- Remember volunteers are not professionals, which means you need to be very explicit in your directions and provide them oversight.
- Host an orientation/safety training session with your volunteers at least a week ahead of time.
- Discuss the roles and responsibilities you expect of them and give them overall event knowledge so they can answer the questions from the public.
- If you do not have time for an orientation/training session, meet with them at least the day of the event and provide instructions.
- Provide a copy of your volunteer manual to the Police Department prior to your event.
- Have your Volunteer Coordinator attend the Police Department Briefing before your event.
- When dealing with volunteers, show your appreciation for them and their service.
- Help the City identify your volunteers by dressing them in a brightly colored t-shirt or orange/reflective vest.
- Feed Them! This should go without being said, depending on how long your event; a volunteer without any water or nourishment can lead to them leaving their post. Providing them bottles of water and snacks is a small thank you for giving up their valuable time.

Volunteer Activity Waiver – The Diocese of San Jose requires a signed participant waiver on file for all volunteers (adult & youth – non student) prior to the event date. The waiver holds not only the school/parish but the Diocese of San Jose harmless from any claim. As with all Volunteers you must follow the Diocesan policy regarding fingerprint screening. Please follow up with the Office of Protection of Children & Vulnerable Adults.
referrer@dsj.org

Student (Volunteer) Activity Waiver – The Diocese of San Jose requires a signed student participation waiver on file for all students volunteering for a diocesan special event. The waiver holds not only the school/parish but the Diocese of San Jose harmless from any claim.

Incident Report - Any accident or incident that occurs on school property or during an off campus school event must be reported in writing within 24 hours to the Diocese of San Jose, Loss Control & Prevention lavoun@dsj.org. All head injuries must be reported. When in doubt, report it.

Volunteer (Adult & Student) Accident Claim Form – If a volunteer accident occurs and medical attention is required provide the Diocese Accident Claim form to the volunteer. School administration will provide details in part A. Volunteer works directly with Myers-Stevens Toohey to recoup any out of pocket costs.