

# Intradistrict Communication

DATE: March 27, 2025

TO: Elementary Principals

FROM: Anthony Godfrey, Superintendent  
Odette Desmarais, Administrator of Schools  
Meredith Doleac, Administrator of Schools  
Becky Gerber, Administrator of Schools  
Lisa Robinson, Administrator of Schools

SUBJECT: Updated Requirements for the Use of Inflatables at PTA-Sponsored School Events

---

Utah State Risk Management's Liability Policy now excludes bounce houses and related items. Specifically, the policy states: "No coverage under this coverage agreement shall apply to any bodily injury resulting from the use of any recreational inflatable or trampoline except when the use of a trampoline is supervised by a trained instructor as part of the covered entity's designated programs."

As the school administrator, if your PTA chooses to include inflatables as part of a PTA-sponsored event at your school, you are required to provide documentation of the following items prior to your PTA representative signing a contract. If you already have contracts in place for this school year (2024-2025), you will need to provide this documentation 15 days prior to the scheduled event.

The PTA must contract with a private vendor and provide current documentation of the following from the contracted vendor:

- A current business license
- A current insurance policy that includes ALL of the following:
  - A current certificate of insurance with a minimum coverage of \$1,000,000 per person and \$3,000,000 aggregate in relation to a single occurrence.
  - The certificate of insurance listed above must list Jordan School District as an additional insured entity on the policy.
- A written verification from the contracted vendor that they and/or their employees will set up and run the inflatable equipment for the entire event. Your school employees and volunteers cannot run the inflatable equipment at any time during the event. Your employees and volunteers may not be covered for accidents that occur.

Your PTA may choose to purchase an additional liability policy for this event to provide additional coverage in the event of an accident.

All documentation listed above must be sent to the Elementary Administrator of Schools Office prior to signing an event contract or at least 15 days prior to the event if your PTA has already contracted for an event this school year (24-25).

Send all documentation to [shannel.hooper@jordandistrict.org](mailto:shannel.hooper@jordandistrict.org).

You will receive an email verification when the documentation has been received and verified, notifying you that you may proceed with the requested event.