



TEXAS TECH UNIVERSITY SYSTEM  
Risk Management

### Bounce House/Jump Castle/Inflatables

Requirements MUST be complied with by Contracted Vendor

As the event host, you are responsible to ensure compliance with the following guidelines. Confirm with your contracted vendor that they are in compliance with Texas Department of Insurance (TDI) regulations and can comply with these requirements. (TDI information: [www.tdi.texas.gov/commercial/lcamuseinfo.html](http://www.tdi.texas.gov/commercial/lcamuseinfo.html))

It is your responsibility to ensure that the inflatable company submits a certificate of insurance and acknowledgement of the requirements below to TTUS Office of Risk Management at least ten business days prior to your event.

#### Insurance Coverage and Limits

<u>Commercial General Liability</u> \$1,000,000 Each Occurrence \$1,000,000 Personal/Advertising Injury \$1,000,000 General Aggregate \$1,000,000 Products/Completed Operations Aggregate \$100,000 Damage to Rented Premises (Each Occurrence) \$5,000 Medical Expense (Any One Person)	<u>Commercial Automobile Liability</u> \$500,000 Combined Single Limit  Personal auto "business use" endorsement okay  Must cover all vehicles used for transport
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**Certificate of Insurance.** Texas Tech University System (TTUS) and the hosting component must be included as an "Additional Insured." The policy must include a Waiver of Subrogation.

**Event Requirements.** The inflatable company must:

1. Demonstrate compliance with TDI regulations. Current compliance stickers are required.
2. Remain responsible for set up and operation of the event and assume liability for setup and use.
3. Volunteers working the event.
4. Have enough employees/volunteers to monitor the participants/inflatable(s).
5. Have and enforce a height requirement.
6. Ensure the inflatable is age appropriate for the children participating and separate smaller children from the more enthusiastic bigger kids.
7. Each participant must sign a waiver favoring TTUS and hosting component. Parent or guardian will sign for minors.
8. Closely monitor participants and immediately notify a parent or guardian of an incident.
9. Cancel the event due to severe weather such as excess winds, thunderstorms, or lightning.

#### Additional Recommendations

1. For events open to children: Post a sign "Bounce at own risk. Children are required to have a parent supervise while playing."
2. Have disposable sanitary wipes and a first aid kit available for minor accidents or injuries and shut down the activity until the area has been cleaned.
3. Issue participants a wrist bracelet or hand stamp after meeting the requirements above.

I acknowledge my responsibility to ensure the items required herein are received prior to my event. ***(Failure to provide any of the listed requirements at least ten (10) business days prior to the event date may result in the Bounce House/Inflatable use being prohibited on TTU property.)***

Applicant/Contact Signature: \_\_\_\_\_

Contact Texas Tech University System Office of Risk Management, if you have any questions.

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