

# PTA FAQs

## **Does PTA have to submit a facility use request for events during school hours? How about after school and weekend events?**

PTA will have to obtain a facility use permit if the event is taking place after school and on weekends. For events during school hours, a permit will need to be requested only if outside vendors will be present during the event. A permitted event prevents other organizations and groups from renting the facility during the booked event, ensures that the school site and support staff are aware of the event and can assist with any setup needs, and to confirm that proper insurance is on file.

## **Is a custodian mandatory for all PTA events? What if there is a night custodian already on site?**

Whether a custodian is needed for an event depends on the size of the event and the arrangement between the PTA and the Principal. If there are enough volunteers to clean up, then a custodian may not be necessary. If it is a big event and extra help is needed, then it is advisable to request a custodian. PLEASE NOTE: the responsibility of the night custodian is to clean classrooms and the school grounds. If the event is taking time away from the custodian's regular duties, then a designated custodian for the event is encouraged. The standard of cleanliness after an event is to assess whether the condition is suitable for immediate school operation.

## **Can we have bounce houses? How about obstacle courses? What requirements are needed?**

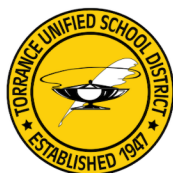
At this time, the District is allowing bounce houses and obstacle courses. Please have a designated individual supervising the area AT ALL TIMES. For obstacle courses, we ask that only one individual is partaking in the course at a time and is being supervised by an adult. A COI (Certificate of Insurance) from the vendor will need to be collected by the PTA.

## **Can we have food trucks? Outside catering companies?**

The City of Torrance has 8 approved food truck vendors that are permitted to operate within the City. The list of food trucks can be found on the City's website. Outside catering companies are permitted at least 30 minutes after the end of the school day. Please ensure that the vendors are licensed and have a health permit.

## **Are there different protocols for a vendor dropping off items vs vendors that will be staying at the event?**

Yes, if a vendor is staying for the event and interacting with students, they will need to undergo a Raptor screening. If a vendor is dropping off food or items for an event, they do not have to undergo a Raptor screening. In both scenarios, vendors will also need to provide a COI (Certificate of Insurance).



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