Amusement Equipment Rentals – Campus Use Guidelines

The following criteria should be followed when the campus hires a vendor that provides inflatable
games and amusements, bounce houses, interactive games, zip lines, climbing wall, dunk tank,
mechanical bulls and other kinds of entertainment equipment for parties, festivals and special events.

Criteria for Use:

• Make sure campus event organizers plan ahead!

• Verify that there are no consumer alerts, recalls or reports from the CPSC (U.S. Consumer
  Product Safety Commission) www.cpsc.gov for equipment to be rented.

• You must hire the vendor’s employee attendants to run the amusements.

• Any written contract or agreement must be vetted and signed through Western’s Contract
  Administration. It is safe to assume you have no authority to sign a contract or agreement on
  behalf of Western.

• A certificate of liability insurance is required that names Western Washington University as an
  additional insured with a minimum $1,000,000 limit per occurrence. At least a $2,000,000 limit
  for higher risk amusements.

• Vendor should be a member of an industry association with a pledge to abide by the
  association’s safety and operating standards and code of ethics.

• Make sure that campus organizers:
  o Review and apply the Risk Management Considerations for Special Events (Scroll down
to document)
  o Submit an Exterior Space Use Request

• Viking Union Exterior Space and Risk Management reserve the right to prohibit the use of
  certain high-risk amusements such as zip-lines, climbing walls and mechanical bulls.

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2014