

# BROKEN ARROW PUBLIC SCHOOLS

Educating Today  Leading Tomorrow

Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 07-14-21

Contract/Agreement Vendor: Extreme Inflatables

Name of Vendor	
Trina Gibble	Tulsa: 918.838.3781
Contact Person	Phone Number
Address	
City	State
Zip	
trina@extremeinflatables.com	
Email address	
08-23-21	
Date of services	

**IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE :**  
**W9** \_\_\_\_\_  
**And** \_\_\_\_\_  
  
**Vendor Registration**  
 \_\_\_\_\_

Approved Fundraising Expense

Person Submitting Contract/Agreement for Review: Christian Welborn 720  
Name Site

Reason for Review: (New Agreement, Renewal...): New agreement

Audience/Group to benefit from Contract/Agreement: BAHS students Aloha Bash

**Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO STACIE CHASE**

Principal **and** Director or Administrator: \_\_\_\_\_  
Signature

Does this Contract/Agreement utilize technology?	No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>
Has it been reviewed by the Chief Technology Officer?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

If yes, Approved by: Christian Welborn  
(Signature) Technology /Approval

Leadership Team Member: Andre Perry  
Signature

Funding Source: Fund 62 Project 934  
Description OCAS Coding

Process: PLEASE FOLLOW ALL STEPS

1. The Contract/Agreement is reviewed and approved by site Principal/ Director/ Administrator.
2. If Technology related, the Contract/Agreement is reviewed and approved Technology.
3. Prepare Board Agenda Memorandum and attach to Contract/Agreement.
4. Begin the requisition process and place a comment in the Notes section that says, "Please hold req pending board approval on 08-09-21"  
Date of Board Meeting
5. Attach this form with Contract/Agreement and Board Memo
6. The appropriate Leadership Team Member will review and submit to the Contract Committee
7. Keep copy for your records

*The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:30a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Stacie Chase. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.*

## MEMORANDUM

To: Dr. Janet Dunlop  
From: Christian Welborn  
Date: August 9, 2021  
Re: Extreme Inflatables

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### **SUBJECT**

Discussion, motion and vote on motion to approve or disapprove the agreement between Extreme Inflatables and Broken Arrow Public Schools for entertainment and inflatables at Broken Arrow High School Aloha Bash during the 2021-22 school year. Cost is \$3185.00 and will be paid by site activity funds. C. Welborn

### **ENCLOSURE/ATTACHMENTS**

Agreement

### **SUMMARY**

Extreme Inflatables will provide inflatables and entertainment at Aloha Bash.

### **FUNDING**

Activity Funds

### **RECOMMENDATION**

Approve

EXTREME INFLATABLES, INC. --- LEASE AGREEMENT / INVOICE # 15818

**Extreme Inflatables, Inc.**, referred to as EI, (PO Box 742, Shawnee, OK 74802, phone 405-878-0747, fax 405-214-1963), leases to Broken Arrow High School, c/o Christian Welborn, 1901 E. Albany, Broken Arrow, OK, 74012, (Phone: , Cell: 918-259-8571, Email: cwelborn@baschools.org) referred to as Client, the following described rental item(s) and/or services: **22' Dual Lane Tropical Slide-N-Slip Combo 33' Log Jammer EXTREME WaterSlide, Inflatable Slip-n-Slide 2 Lane, Setup/Teardown**

The term of this Lease is Monday, August 23, 2021, from 6:00PM to 8:00PM. Setup will be at 3:00PM. Setup time accounts for time needed to correct possible delays due to electricity, weather, traffic, etc., therefore, it may not be exact. The event is to take place at Broken Arrow High School, 1901 E. Albany, Broken Arrow, OK, 74012, outside on turf with waterbags.

Rental Fee	\$ 2,650.00
Discount	( \$ 530.00 )
Event Report Card Credit	( \$ 100.00 )
Setup/Teardown	\$ 200.00
Delivery	\$ 75.00
Total	\$ 2,295.00

**A non-refundable deposit of \$918.00 is due by Friday, July 23, 2021, to secure equipment. Balance is due at time of setup. If additional invoicing is necessary, arrangements MUST be made.**

**Additional Agreements, PLEASE INITIAL EACH AGREEMENT:**

- \_\_\_ 1) Client agrees to provide **9 Adult(s)** to operate the above-mentioned items, and understands if a responsible adult is not operating the equipment, the equipment will be shut down for the safety of the participants. These adults should be present 30 minutes before event start time to receive training.
- \_\_\_ 2) Client agrees to provide electricity in the form of **7-110 volt hardwired electric outlet(s)**, each capable of holding **20 amps**, and to provide these outlets within **100 feet** of the equipment. If generators are being provided by the client, the generators must be grounded per the current NEC Amusement code.
- \_\_\_ 3) Client understands the equipment cannot be used outdoors in inclement weather (rain, high probability of rain, lightning, or winds in excess of 20mph), & agrees that the rental fee is still due if there is no alternate indoor location. However, if the event is canceled before start time, the rental fee will be applied as a rental credit for any future event, less any expenses that were incurred by EI at the time of cancellation.
- \_\_\_ 4) Client understands that, while unlikely, the equipment being rented can cause damage to floors. If the event is indoors, EI recommends that a protective mat be put down, and will not be responsible for any damage to flooring.
- \_\_\_ 5) Client has reviewed the required dimensions for each piece of equipment (available at [www.extremeinflatables.com](http://www.extremeinflatables.com)), and agrees that the rental fee is still due if the required area is unavailable.
- \_\_\_ 6) Client agrees that the EI may substitute equipment of like kind and of equal or greater value in the event that any equipment is unavailable due to repair. EI will notify the client beforehand.
- \_\_\_ 7) Client understands that anchoring will be sent according to the surface listed on this agreement, & if the surface changes, EI must be notified in enough time to make the change. Equipment will NOT be setup without the proper anchoring.
- \_\_\_ 8) Client agrees to provide water via **4 threaded water faucet(s)** within **100 feet** of water equipment.

**I HAVE READ THIS AGREEMENT AND AGREE TO THE CONDITIONS. I WILL FOLLOW THE OPERATING INSTRUCTIONS FOR EACH PIECE OF EQUIPMENT. I UNDERSTAND THAT CERTAIN PHYSICAL RISKS CANNOT BE ELIMINATED WITHOUT JEOPARDIZING THE ESSENTIAL QUALITIES OF THE ACTIVITY. I AGREE TO HOLD EI HARMLESS FROM ANY ACCIDENT, INJURY, OR CLAIM THAT MAY OCCUR FROM ME, MY ORGANIZATION, OR A THIRD PARTY. THIS AGREEMENT WILL BE GOVERNED BY THE LAWS OF THE STATE OF OKLAHOMA.**

DATE: Wednesday, July 14, 2021

LESSEE BY \_\_\_\_\_

PRINT NAME \_\_\_\_\_

EXTREME INFLATABLES, INC.

By: Trina Gribble

\_\_\_\_\_  
COMPANY/ORGANIZATION

EXTREME INFLATABLES, INC. --- LEASE AGREEMENT / INVOICE # 15819

**Extreme Inflatables, Inc.**, referred to as EI, (PO Box 742, Shawnee, OK 74802, phone 405-878-0747, fax 405-214-1963), leases to Broken Arrow High School, c/o Christian Welborn, 1901 E. Albany, Broken Arrow, OK, 74012, (Phone: , Cell: 918-259-8571, Email: cwelborn@baschools.org) referred to as Client, the following described rental item(s) and/or services: **Giant Human Spheres (set of 2), Human Foosball, Setup/Teardown, w/Inflatable Race Track**

The term of this Lease is Monday, August 23, 2021, from 6:00PM to 8:00PM. Setup will be at 3:00PM. Setup time accounts for time needed to correct possible delays due to electricity, weather, traffic, etc., therefore, it may not be exact. The event is to take place at Broken Arrow High School, 1901 E. Albany, Broken Arrow, OK, 74012, outside on turf with sand/waterbags.

Rental Fee	\$ 1,050.00
Discount	( \$ 210.00 )
Setup/Teardown	\$ 50.00
Total	\$ 890.00

**A non-refundable deposit of \$356.00 is due by Friday, July 23, 2021, to secure equipment. Balance is due at time of setup. If additional invoicing is necessary, arrangements MUST be made.**

**Additional Agreements, PLEASE INITIAL EACH AGREEMENT:**

- \_\_\_ 1) Client agrees to provide **4 Adult(s)** to operate the above-mentioned items, and understands if a responsible adult is not operating the equipment, the equipment will be shut down for the safety of the participants. These adults should be present 30 minutes before event start time to receive training.
- \_\_\_ 2) Client agrees to provide electricity in the form of **4-110 volt hardwired electric outlet(s)**, each capable of holding **20 amps**, and to provide these outlets within **100 feet** of the equipment. If generators are being provided by the client, the generators must be grounded per the current NEC Amusement code.
- \_\_\_ 3) Client understands the equipment cannot be used outdoors in inclement weather (rain, high probability of rain, lightning, or winds in excess of 20mph), & agrees that the rental fee is still due if there is no alternate indoor location. However, if the event is canceled before start time, the rental fee will be applied as a rental credit for any future event, less any expenses that were incurred by EI at the time of cancellation.
- \_\_\_ 4) Client understands that, while unlikely, the equipment being rented can cause damage to floors. If the event is indoors, EI recommends that a protective mat be put down, and will not be responsible for any damage to flooring.
- \_\_\_ 5) Client has reviewed the required dimensions for each piece of equipment (available at [www.extremeinflatables.com](http://www.extremeinflatables.com)), and agrees that the rental fee is still due if the required area is unavailable.
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DATE: Wednesday, July 14, 2021

LESSEE BY \_\_\_\_\_

PRINT NAME \_\_\_\_\_

EXTREME INFLATABLES, INC.

By: Trina Gribble

\_\_\_\_\_  
COMPANY/ORGANIZATION