



TITLE

Update the Inflatable Play Equipment Policy

RECOMMENDATION

Review and discuss staff's recommendation regarding updates to the Inflatable Play Equipment Policy.

CONTACT

Alexandra Ikeda, Deputy City Manager

BACKGROUND & ANALYSIS

This item is part of the Commission's work plan to update Resolution 2014-93, Inflatable Play Equipment Policy (Attachment 1). The City has an extensive reservation process that includes both indoor and outdoor facility rentals, including reservable picnic areas at City parks where the use of inflatable play equipment is a popular add-on amenity.

The original policy, in its current condition, requires modernization to align with current best practices, risk management procedures, and our operational practices. From 2019 through 2022, inflatable play equipment was not available as part of outdoor facility rentals due to operational impacts and pandemic-era restrictions. During this same time, vendors previously used by the City were no longer in business when outdoor rentals resumed. In addition, staff learned through the City's Joint Powers Authority (JPA) that inflatable play equipment was no longer covered under the City's insurance, requiring additional research and coordination to restore this popular amenity in a safe and compliant manner for the community.

In 2023, staff worked with the JPA and the City Attorney to confirm a path forward to allow inflatable play equipment through qualified vendors that meet City requirements. As a result, the City now works with two approved vendors to provide these services to our facility rentals. Staff may approve additional vendors in the future, provided they meet all City requirements.

POLICY CHANGES

Removal of Fees From The Policy

Staff recommends removing specific fee amounts from the policy. While Resolution 2014-93 identifies vendor and permit fees, the City's fees are now managed through the City's adopted fee schedule and reviewed and updated on an annual basis. Including dollar amounts directly in the policy creates an increased likelihood that the policy becomes outdated over time and will require unnecessary revisions when fees are adjusted through the fee schedule.

Facility Rental Rules and Regulations

Inflatable play equipment (bounce house/jumpers) is part of the City's facility rental process and is referenced in the Facility Rental Rules and Regulations (Attachment 2), where applicants are required to indicate whether they plan to include a bounce house or jumper as part of their rental. Consistent with the City's current practice, inflatable play equipment is not permitted on City property without an approved permit issued by the City. As part of this policy update, staff will add language to clearly state that an inflatable play equipment permit is required for use in City parks and facilities.

Vendor Requirements

As part of the policy update, staff will clearly define vendor requirements, including:

- Insurance: Commercial General Liability coverage of \$1,000,000 per occurrence / \$2,000,000 General Aggregate, naming the City of American Canyon as Additional Insured, with a separate Scheduled Written Endorsement.
- Valid City of American Canyon Business License
- Executed City of American Canyon contract
- Direct coordination with City staff to confirm event date, time, and approved location.

Policy - Contract Separation

To modernize the policy and improve risk management oversight, staff will separate general policy requirements from vendor contract requirements. The updated policy will focus on the City's permitting and vendor eligibility standards, while detailed vendor responsibilities will be addressed in the vendor agreement to ensure clear enforcement and accountability. Examples may include:

- Manufacturing requirements and equipment specification
- Safety signage and posted rules
- Inspection and maintenance expectations
- Vendor responsibility and liability provisions

This update keeps the policy streamlined and current, while ensuring vendor performance expectations remain enforceable through the executed contract.

SUMMARY

In summary, staff is recommending updates to the Inflatable Play Equipment Policy to reflect current operational practices, strengthen risk management oversight, and clearly define vendor and permit requirements for inflatable play equipment use on City property. These updates are intended

to support the continued use of inflatable play equipment as part of the City's facility rental program in a safe and compliant manner. Staff requests the Commission review and discuss the recommended policy updates and provide feedback and direction.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

Not Applicable

ENVIRONMENTAL REVIEW

None

COMMUNICATION

Level 0: No Further Public Communication Needed

This staff report serves as the formal communication on this item.

ATTACHMENTS:

[RESOLUTION 2014-93](#)

[Facility Rental Rules and Regulations](#)