



SPECIAL EVENT RENTAL VENUES EXEMPTIONS FROM BIDDING REQUIREMENTS

It is the district’s responsibility to ensure every effort is made to obtain the best quality of goods and services at the lowest possible price. Due to the unique nature of some goods and services, the following goods and services are exempt from bidding requirements:

Special Event Venues: Expenses for graduation, prom, dances, and other student social activities; unique and custom decorations purchased from student activity funds and used for student events (e.g., prom, graduation, etc.) **Does not include apparel.**

- Prom activities must be paid for from the school’s US Bank student activity accounts. **NO orders should be entered into BusinessPLUS.**
- Prom Contracts must be submitted to the Procurement Department for approved signatures within **90 days** prior to the event.
- The Procurement Department reserves the right to request additional quotes, if necessary.

Special Event Rental Locations:

SHELDON ARTS FOUNDATION	V600004729
ROYAL SONESTA CHASE PARK PLAZA	V600018889
THIRD DEGREE LLC	V600019553
THE CHRISTY BANQUET CENTER	V600010397
CHAIFETZ ARENA	V600013291
SKATE KING	V600001505
WASHINGTON UNIVERSITY	*various vendor # based on remittance

Approved vendor for Decorations:

ANDERSONS	V600014278
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