



**BUILDING USE APPLICATION FOR NON-SCHOOL GROUPS**

DIRECTIONS: Please complete **ALL** details of this application. It must be signed by an officer of the organization requesting building use and submitted to the Facility Use Office for **approval and signature THREE WEEKS** prior to the requested date. If you will be serving any type of food, you **MUST** obtain a Temporary Food Event Permit from the Austin/Travis County Health and Human Services Department (application attached).

**Type or Print ALL Information Requested**                      Application Date: \_\_\_\_\_

Organization \_\_\_\_\_  For Profit                       Nonprofit, not school-affiliated

Contact person \_\_\_\_\_ Campus \_\_\_\_\_

Address \_\_\_\_\_ Event \_\_\_\_\_

City/state/zip \_\_\_\_\_ Event date(s) \_\_\_\_\_ Event times \_\_\_\_\_

**Participant Fee \$** \_\_\_\_\_

# Participants \_\_\_\_\_ Children \_\_\_\_\_ Adults \_\_\_\_\_      Event date(s) \_\_\_\_\_ Event times \_\_\_\_\_

Facilities Requested (specify if necessary)	Hourly Rate	# Hours	Use Fee
<input type="checkbox"/> Gym			
<input type="checkbox"/> Cafeteria			
<input type="checkbox"/> Kitchen**			
<input type="checkbox"/> Auditorium			
<input type="checkbox"/> Library			
<input type="checkbox"/> Classrooms    How many? _____			
<input type="checkbox"/> Other areas (please list)			

**Use Fee Total \$**

Additional Services or Equipment	Hourly Rate	# Hours	Fringe Benefits <small>(Hourly Rate x Hrs x 1.2048)</small>	Total Cost
<input type="checkbox"/> Custodian				
<input type="checkbox"/> Building monitor				
<input type="checkbox"/> Security				
<input type="checkbox"/> Supplies				
<input type="checkbox"/> Other services or equipment (please list)				

**Other Costs Subtotal \$**

Explanation of Fees	<b>TOTAL FEES \$</b> This fee must be paid in advance unless otherwise approved in writing.
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\*\* An AISD Food Services employee **MUST** be present if AISD kitchens are used. If any food not prepared in an AISD kitchen will be served, a Temporary Food Event Permit must be obtained from the Austin/Travis County Health and Human Services Department (application attached).

**CONDITIONS OF APPLICATION:** In making this application, it is understood and agreed that the Rules and Regulations Governing the Use and Rental of School Facilities as adopted by the Board of Trustees of the Austin Independent School District be adhered to in every instance. A complete copy of these Rules and Regulations is available in the Office of Community Education, or online under Board Policy GKD. Pertinent excerpts read as follows:

- The applicant must not make firm plans, advertise activities, or sell tickets to an event prior to receiving written approval for the use of school facilities.
- **The applicant hereby agrees and undertakes to save and hold harmless the school district, its officers, agents and employees from any and all claims for damages, personal or otherwise, that may arise out of the use of said property, whether by a member of this organization or by other persons using or enjoying said property and without regard to whether the damage, personal or otherwise, is brought about or caused by negligence whether on the part of the applicant or the school district or both.**
- **Damage to or misuse of the facilities and equipment of the District will be paid for in full by the organization that submitted the application for use of the facility.**
- All written material over which the school does not exercise control and that is intended for distribution on school property or that involves the use of school facilities shall be submitted for prior review according to the procedures outlined in Board Policy GKD (Local). **Such materials must state clearly that the event(s) is in no way sponsored or supported by either AISD or the facility at which the event(s) is held.**
- **CANCELLATION OF USE: The following provisions will govern cancellation:**
  1. **Facility use approvals may be cancelled at any time there is evidence that Board policies are being violated. In case of cancellation, the Board assumes no liability other than return of fees charged for unused facilities.**
  2. **Principals will give at least one week’s notice if a previously approved facility use agreement must be cancelled or postponed due to an unexpected conflict with a school-sponsored activity.**
- AISD will make facilities accessible in compliance with the Americans with Disabilities Act.

**Other Conditions (attach additional pages if necessary):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPLICANT:**

**AISD:**

\_\_\_\_\_  
 Type or print name of authorized representative

\_\_\_\_\_  
 Department of School Family & Community Education

\_\_\_\_\_  
 Signature of authorized representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Authorized representative home/business address

\_\_\_\_\_  
 Food Services

\_\_\_\_\_  
 Email address

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Office phone

\_\_\_\_\_  
 Home phone

<b>Application Approved:</b> [ <input type="checkbox"/> ]		<b>Application Denied:</b> [ <input type="checkbox"/> ]	
<b>Reason for Denial:</b> [ <input type="checkbox"/> ] Conflict with school event(s)		[ <input type="checkbox"/> ] Activity is inappropriate for a school facility	
[ <input type="checkbox"/> ] Other reason (explain)			
_____ School Principal		_____ Date	
_____ Campus Contact		_____ Phone number	

Date Received \_\_\_\_\_  
Received By: \_\_\_\_\_

Permit # \_\_\_\_\_  
Receipt # \_\_\_\_\_



Austin/Travis County Health & Human Services Department  
Public Health & Community Services Division  
Environmental & Consumer Health Unit  
RBJ Health Center, 4<sup>th</sup> floor • 15 Waller St, Austin, TX 78702  
Phone (512) 972-5600 Fax (512) 972-5630  
[www.ci.austin.tx.us/health/ech\\_main.htm](http://www.ci.austin.tx.us/health/ech_main.htm)



Application for **Temporary Food Establishment** Permit/s under the Memorandum of Cooperation between the City of Austin and Austin Independent School District for Schools and School Support Organizations

**Please complete ONE APPLICATION PER EVENT, not one application per vendor.**

**NOTE:** This application must be filled out completely. **INCOMPLETE APPLICATIONS WILL NOT RECEIVE PERMITS.** Submitting an application does not guarantee that permits will be granted. Permit approval is based upon the food establishment or mobile food unit's compliance with state and local health requirements.

A TEMPORARY FOOD SERVICE ESTABLISHMENT is defined as service of food at a location for less than 14 consecutive days in conjunction with an organized event or celebration. **IT IS THE RESPONSIBILITY OF THE EVENT ORGANIZER (NOT THE INDIVIDUAL VENDOR) TO OBTAIN TEMPORARY FOOD PERMITS FOR EACH VENDOR AT THE EVENT.**

1) **CHECK ONE:** This establishment will operate within:  The City of Austin,  Travis County outside the Austin City Limits,  An incorporated city of Travis County, Name: \_\_\_\_\_

**Please complete and return pages one (1), (2) and (3) of this application packet along with permit fees. Keep the attached requirements for your review.**

2) **NAME OF EVENT:** \_\_\_\_\_

Location: (Street address) \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

3) **EVENT ORGANIZER:** Name: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License Number/State: \_\_\_\_\_

Residence Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

4) **TOTAL NUMBER OF FOOD BOOTHS/FOOD VENDORS:** \_\_\_\_\_  
(\*Please list each vendor on page 2 of this application)

5) **TOTAL NUMBER OF DAYS OF ACTUAL OPERATION:** \_\_\_\_\_

6) Bring or mail this application to: **Environmental and Consumer Health Unit**  
**RBJ Health Center, 4th floor**  
**15 Waller Street**  
**Austin, Texas • 78702**[cr1]

All information contained in this application is true and correct to the best of the applicant's knowledge and belief. The applicant signing below acknowledges that any permit applied for is subject to all provisions of the orders and ordinances of Travis County or Austin or the municipality under which the permit is granted, and subject to all provisions of the statutes and ruled adopted under the statutes of the State of Texas governing food service establishments, retail food stores, mobile food units and roadside food vendors.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## FOOD AND BEVERAGE BOOTH INFORMATION

(Use additional sheets if necessary)

### **Please Print**

1. Name of vendor: \_\_\_\_\_  
Type of food/beverage to be served: \_\_\_\_\_
2. Name of vendor: \_\_\_\_\_  
Type of food/beverage to be served: \_\_\_\_\_
3. Name of vendor: \_\_\_\_\_  
Type of food/beverage to be served: \_\_\_\_\_
4. Name of vendor: \_\_\_\_\_  
Type of food/beverage to be served: \_\_\_\_\_
5. Name of vendor: \_\_\_\_\_  
Type of food/beverage to be served: \_\_\_\_\_
6. Name of vendor: \_\_\_\_\_  
Type of food/beverage to be served: \_\_\_\_\_
7. Name of vendor: \_\_\_\_\_  
Type of food/beverage to be served: \_\_\_\_\_
8. Name of vendor: \_\_\_\_\_  
Type of food/beverage to be served: \_\_\_\_\_
9. Name of vendor: \_\_\_\_\_  
Type of food/beverage to be served: \_\_\_\_\_
10. Name of vendor: \_\_\_\_\_  
Type of food/beverage to be served: \_\_\_\_\_
11. Name of vendor: \_\_\_\_\_  
Type of food/beverage to be served: \_\_\_\_\_
12. Name of vendor: \_\_\_\_\_  
Type of food/beverage to be served: \_\_\_\_\_
13. Name of vendor: \_\_\_\_\_  
Type of food/beverage to be served: \_\_\_\_\_
14. Name of vendor: \_\_\_\_\_  
Type of food/beverage to be served: \_\_\_\_\_
15. Name of vendor: \_\_\_\_\_  
Type of food/beverage to be served: \_\_\_\_\_
16. Name of vendor: \_\_\_\_\_  
Type of food/beverage to be served: \_\_\_\_\_

# TEMPORARY FOOD SERVICE RESPONSIBLE PARTY IDENTIFICATION

I, \_\_\_\_\_, am the operator of the temporary food service  
Print your name

\_\_\_\_\_ providing food at \_\_\_\_\_  
Name of booth or organization Name of temporary event

on \_\_\_\_\_ AM/PM. I hereby certify that I have received the guidelines for  
Date

temporary food service operations provided by the Austin/Travis County Health and  
Human Services Department and \_\_\_\_\_ on  
Print name of Event Organizer

\_\_\_\_\_. I agree, as a condition of my operation at this event, to be responsible  
Date

to insure that these guidelines are strictly adhered to at all times. I will conform to these  
guidelines and insure that all individuals involved in this operation conform to these  
guidelines. I understand that failure to do so may result in the immediate suspension of  
my operation at this event. I understand that failure to conform to these guidelines may  
result in a complaint being filed against me in the Municipal Court of the City of Austin  
for violation of these guidelines and the Code of the City of Austin. I understand that  
such a complaint would charge a criminal violation (Class C misdemeanor) and that,  
under the Code of the City of Austin, such a complaint might result in a fine of up to  
\$2,000 on conviction.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Driver's license number/state

\_\_\_\_\_  
Date of birth

# **TEMPORARY FOOD SERVICE**

## *CRITICAL ON SITE REQUIREMENTS*

The following are requirements for organizers and individuals involved in temporary food service operations in Austin and Travis County. A temporary food service is service of food at a location for no more than 14 consecutive days in conjunction with an organized event or celebration. These requirements are based on the Texas Food Establishment Rules and have been adopted by the City of Austin City and Travis County.

**Violation of any requirement may result in an immediate closure; condemnation of food products or legal charges.**

1. **Phone the Health Department temporary food service coordinator at (972-5671), at least 10 days prior to event.** For large events, it may be necessary for the event organizer to meet with a Health Department coordinator 1 month prior to the event in order to properly plan food and sanitation facilities. The phone number is 512-972-5671.
2. **Complete permit application.**
3. **Distribute copies of "Temporary Food Service Requirements for Individual Booth Vendors"** at least 1 week prior to the event to the participants who will be serving or preparing food.
4. **Provide adequate toilet facilities** for both food service participants and the public.
5. **Provide adequate wastewater facilities** for the disposal of wastewater and grease generated by the participants from hand washing, utensil washing, draining of iced foods, and cooking. Collected wastewater should be held in screen-covered barrels until properly disposed into the sanitary sewer or removed by a liquid waste hauler.
6. **Provide adequate electrical supply** to all vendors who require it for the maintenance of proper food temperatures and adequate lighting.
7. **Provide refrigeration facilities** needed by the vendors for maintenance of proper food temperatures. Refrigerators and refrigerated trucks shall be provided with interior lighting and thermometers.
8. **Provide adequate dust control and floor covering.**

# TEMPORARY FOOD SERVICE REQUIREMENTS

The following requirements are for temporary food service operations in Austin and Travis County. These requirements are based upon the Texas Food Establishment Rules. Which have been adopted by the Austin City Code. A temporary establishment is the service of food at a location for a period of no more than 14 consecutive days in conjunction with an organized event or celebration. The event organizer is responsible for providing these requirements to each booth coordinator/vendors at least one week prior to the event. It is the responsibility of each individual food service booth coordinator/vendor to meet the following requirements:

**Post at each booth a valid permit and booth guidelines issued by the Austin/Travis County Health and Human Services Department .**

## Critical operation requirements:

**Failure to comply with the following items shall result in an immediate closure. Closure is in effect until the item(s) is corrected. No exceptions.**

- 1. Keep potentially hazardous foods colder than 41°F or hotter than 135°F at all times.** Most hot foods should be initially heated to 165°F within 2 hours and maintained at 135°F. Leftover food intended for reuse needs to be rapidly cooled by placing food in shallow containers (depth of less than 4 inches) and refrigerating it uncovered. Cover refrigerated food as soon as the food has cooled to 41°F.
- 2. Provide facilities to wash hands to include:** hand soap, paper towels, container of warm water and a waste water bucket. Water container must be designed with a spigot that allows the user to wash hands freely without continuously depressing the spigot or tilting the container. Following hand washing, gloves or a hand-sanitizer shall be used when handling ready to eat foods. Beneath the hand washing container shall be a bucket to collect waste water. Collected wastewater must be disposed of in the waste barrels provided by the event organizer.
- 3. Provide utensil washing** if food preparation involves utensils. Provide 3 basins if no permanent facilities are on site. The first basin is for washing and has detergent wash water only. The middle basin is for rinsing and has only clean water (replace as needed). The third basin is for soaking utensils for 1 minute in a sanitizing solution of 50-100ppm chlorine (1 1/2 *teaspoons* bleach per gallon of clean water). Dry utensils in the air or with paper towels only. (Suggestion: Conserve water; use only the amount needed to prevent waste water barrels from overflowing). Keep utensil washing basins covered or beneath overhead protection. ***Remember the proper sequence: WASH, RINSE, & SANITIZE!***
- 4. Utilize fuel or electricity for hot holding units.** Insulated containers with no active source of heat are unacceptable. *Sterno is not permitted for outdoor events.* The Health Authority can pre-approve alternative means for maintaining temperatures. Wrapped sandwiches must not to be stored in direct contact with ice. Active refrigeration will be required for multiple day events.

## Additional Operational requirements:

- 1. Monitor food temperatures** with a metal stem-type thermometer. Thermometers should have a range of 0°F-220°F. Thermometers should be cleaned and sanitized between uses.
- 2. Use only cutting boards, utensils, equipment, food preparation and serving surfaces that are constructed of easily cleanable material.** Clean and sanitize these items frequently during the event. Table cloths can only be used if they are frequently replaced.
- 3. Use a different set of utensils and prep surfaces to prepare raw or partially cooked foods that is separate from the utensils and surfaces used to prepare fully cooked foods.**

4. **Test sanitizing solutions with chlorine test paper.** Sanitizing solution must be kept between 50-100ppm chlorine. Test papers can be found at restaurant supply stores.
5. **Use spray bottles of sanitizing solution** and paper towels to frequently wipe counters and to spot clean equipment.
6. **Store ice for drinks or consumption in their original bag** in an ice chest during service. Ice bags shall be punctured underneath to allow drainage and open on the top to allow dispensing. Consumers shall not dispense their own ice for drinks. Ice shall be dispensed with scoops with handles. Nothing other than the ice scoop shall be stored in this ice.
7. **Protect all food**, utensils and paper goods from exposure to dirt, dust, and insects. These items must be kept covered or wrapped to minimize exposure to potential contaminants. Keep cups wrapped in their original plastic sleeves until dispensed. **Thaw foods by placing them in a refrigerator** overnight, by covering them with ice in an ice chest that is constantly draining into a waste water container, by placing them under cold running water, or by cooking them from completely frozen until fully cooked. Thawing foods at air temperature or in standing water is prohibited.
8. **Provide only disposable utensils, plates, cups, knives, forks, spoons, etc. to the consumer. Provide only condiments that are individually packaged or dispensed from an approved covered container.** Foil, plastic wrap, etc. do not provide adequate protection.

## Structural operations

1. **Collect drainage water** from ice bins, ice chests, beverage dispensers, hand & utensil washing, and similar equipment in buckets or pans for disposal in the waste water barrels provided by the event organizer or in a sanitary sewer. Drainage must never be discarded on the ground.
2. **Provide covered garbage containers with plastic liners.**
3. **Provide floor covering** that will eliminate dust and be easily cleaned. Flooring must be in cooking, serving, food preparation, and utensil washing area. Approved floor coverings are concrete, asphalt, plywood, linoleum, clean cardboard that is replaced daily, overturned carpeting, or a surface approved in advance by the Health Authority.
4. **Provide overhead covering** above food preparation, cooking, serving, and utensil washing area.

## Food prepared outside the following parameters may be detained/ or discarded.

1. **Serve only foods requiring minimum preparation** such as seasoning and cooking, or food specifically approved in advance by the Health Authority. All cutting, slicing, or chopping must be done in an approved facility, not outside.
2. **Failure to provide the name of the vendor/organization and a listing of all food items and the names and addresses of food suppliers/ facilities used for food preparation (all facilities used must be permitted).** Ice and food containing potentially hazardous foods (meat, fish, shellfish, poultry, eggs, dairy products, and cooked beans, rice, potatoes) must be supplied from and prepared from a food establishment permitted by the Health Authority. No home preparation of potentially hazardous food or ice is allowed.