



**BUILDING USE APPLICATION FOR
 SCHOOL GROUPS & SCHOOL-SUPPORT ORGANIZATIONS***

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** complete and submit the Temporary Food Event Information Form (page 3). **A Temporary Food Event Permit approval does not guarantee approval of Building Use Application.**

Type or Print ALL Information Requested Application Date: _____

Organization School Group Nonprofit, school-support organization

Organization

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 (Hourly Rate x Hrs x 1.2048)	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

TOTAL FEES	\$
This fee must be paid in advance unless otherwise approved in writing.	

* School-support organizations are non-profit organizations formed for the purpose of providing support and/or raising funds for the betterment of the AISD school(s).

** 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, the Temporary Food Event Information Form (page 3) **MUST** be completed and submitted. Please see the Temporary Food Event Permitting FAQs (page 10) for information.

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

Application Approved: <input type="checkbox"/>	Application Denied: <input type="checkbox"/>
Reason for Denial: <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



Austin Independent School District
Office of Food Services
 Baker Center
 3908 Avenue B, Rm 212
 Austin, TX 78751
 512-414-0255 • 512-414-0293 (fax)
www.austinisd.org



Austin/Travis County
Health & Human Services Department
 Public Health & Community Services Division
 Environmental & Consumer Health Unit
 RBJ Health Center, 4th Floor
 15 Waller St • Austin, TX 78702
 512-972-5600 • 512-972-5630 (fax)
www.ci.austin.tx.us/health/ech_main.htm



TEMPORARY FOOD EVENT INFORMATION FORM

This form must be filled out completely. **INCOMPLETE FORMS WILL NOT RECEIVE PERMITS.** Submission of this form does not guarantee that a permit will be granted. Permit approval is based upon compliance with state and local health requirements. **IT IS THE RESPONSIBILITY OF THE EVENT ORGANIZER (NOT THE INDIVIDUAL VENDOR) TO OBTAIN TEMPORARY FOOD PERMITS FOR EACH VENDOR AT THE EVENT.** Please see the Temporary Food Event Permitting FAQs (page 10) for information relating to permit and food handling requirements.

Note: The Temporary Food Event Permit approval process is separate from the Building Use approval process. GRANT OF A TEMPORARY FOOD EVENT PERMIT DOES NOT MEAN THAT THE APPLICANT'S APPLICATION FOR USE OF THE SCHOOL FACILITY HAS BEEN APPROVED.

Event Organizer Information

Organization _____ School Group Nonprofit, school-support organization

Contact Person (Authorized Representative of Organization) _____ Contact Phone Number _____

Contact Mailing Address _____

Contact e-mail address _____

Event Information

Name of Event _____

Event Date(s) _____ Event Hours of Operation _____

Total Number of Days of Operation _____ Total Number of Food Booths/Vendors (list on page 4) _____

Campus Name Located in: [] City of Austin [] Travis County, outside Austin city limits [] _____, an incorporated city in Travis County

Campus Address _____

By signing this form, I attest that all information contained herein is true and correct to the best of my knowledge and belief. I acknowledge 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, all provisions of the statutes and rules adopted under the statutes of the State of Texas governing food service establishments, retail food stores, mobile food units and roadside food vendors, and to all provisions of the policies adopted by the Austin Independent School District.

Signature of Authorized Representative of Organization _____ Date _____

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Food Handler Training Certification

At least two individual must be certified as attending Food Handler Training who will be present at the event at all times. Please list the names of at least two individuals who attended the required training, as well as the date of their training. More than two individuals can be listed, but only two are required. At least one of the individuals must be the Responsible Party submitting this application. If an individual needs to obtain certification and cannot attend one of the training opportunities offered each semester, training can be accessed on-line at http://www.ci.austin.tx.us/health/consumer_health.htm.

Name of Responsible Party	Date of Training
Name of Responsible Party	Date of Training
Name of Responsible Party	Date of Training
Name of Responsible Party	Date of Training

Food and Beverage Booth Information

Please print. Attach additional sheets if necessary.

Name of Vendor	Type of food/beverage to be served
Name of Vendor	Type of food/beverage to be served
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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. **Contact the Food Services Manager at your campus at least 10 days prior to event.** For large events, it may be necessary for the event organizer to meet 1 month prior to the event in order to properly plan food and sanitation facilities.
2. **Complete and submit the Temporary Food Event Information Form.**
3. **Distribute copies of "Temporary Food Service Requirements for Individual Booth Vendors"** at least 1 week prior to the event to the vendors or individuals who will be serving or preparing food.
4. **Ensure that both food service participants and the public will have access to adequate toilet facilities.**
5. **Provide adequate wastewater facilities** for the disposal of wastewater and grease generated by the vendors and/or servers from hand washing, utensil washing, draining of iced foods, and cooking. Collected wastewater should be held in screen-covered barrels until properly disposed of 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.

Every booth must post a valid permit and the 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 or items are corrected. NO EXCEPTIONS WILL BE MADE.

- 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, including:** 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 (1½ *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 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** 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 should be punctured underneath to allow drainage and open on the top to allow dispensing. Consumers may not dispense their own ice for drinks. Ice must be dispensed with scoops with handles. Nothing other than the ice scoop may be stored in this ice.
7. **Protect all food, utensils, and paper goods** from exposure to dirt, dust, and insects.
 - Food, utensils, and paper goods must be kept covered or wrapped to minimize exposure to potential contaminants.
 - Cups must be wrapped in their original plastic sleeves until dispensed.
8. **Thaw foods by: (1) placing them in a refrigerator** overnight; (2) covering them with ice in an ice chest that is constantly draining into a waste water container; (3) placing them under cold running water; or (4) cooking them from completely frozen until fully cooked. **Foods may not be thawed at air temperature or in standing water.**
9. **Provide only disposable utensils, plates, cups, etc. to consumers.**
10. **Provide only condiments that are individually packaged or that are dispensed from an approved covered container.** Foil, plastic wrap, etc. are not sufficient 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.

PLANNING REQUIREMENTS

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.

AUSTIN ISD TEMPORARY FOOD EVENT PERMIT FAQs

What is a Temporary Food Event (TFE)?

TFEs are events of up to 14 days at which food is served. They may include fairs and carnivals, multicultural celebrations, special interest fundraisers (*e.g.*, booster clubs, school clubs, PTAs), and other gatherings that feature food for consumption, sale, or distribution to the public.

What's the big deal about serving some food?

Anytime food is handled there is a possibility of contamination. Many TFEs require the cooking and advanced preparation of food prior to service. Anytime food is handled there is a possibility of contamination. Some foods, such as raw meats and poultry, can be contaminated when purchased, and should be handled by someone trained in safe food handling procedures. It is estimated that 76,000,000 cases of food borne illnesses occur every year. Emerging illnesses and drug-resistant bacteria increase the hazards. ***No one wants to make anyone ill.***

So what can we do?

Austin ISD and the Austin/Travis County Health and Human Services Department have partnered to ensure that all food at TFEs at Austin ISD campuses is prepared and served in a safe manner. Additionally, the Health Department has agreed to waive the \$35 per permit fee for all school groups and non-profit school support groups (*e.g.*, PTAs, booster clubs, etc.).

In addition to filling out the building use application (if needed), you'll be asked to complete a Temporary Food Event Information Form, on which you'll list any food that will be served and explain how you plan to handle the food. The Office of Food Services, in partnership with the Health Department, has established procedures to assist with the advanced planning and management of TFEs, and can assist you in determining the best arrangements for your event.

Do we really have to get a TFE Permit?

YES. Individuals and/or organizations who sponsor events at which food will be served, sold, or offered to the public are ***legally required*** to obtain temporary food service permits. Remember, however, that the Health Department has waived the permit fee for all school groups and non-profit school support groups.

Aren't there any exceptions?

There are a few. If you will be using a school cafeteria kitchen under the direction of the Cafeteria Manager, your event is not a public event, or food at your event will be served only by vendors with mobile food establishment permits (*e.g.*, caterers and other commercial entities), you may not need to obtain a TFE permit for your event. Additionally, certain foods considered safe by the Health Department may be served without a TFE permit. ***Do not assume that your event does not require a TFE permit—check with the Office of Food Services.***

How do we know if our event is a “public event?”

There is no hard-and-fast rule. Most events held during the school day will not be public events. The exception to this is when the public is specifically invited to an event held during the school day. For events held outside the school day, if the general public is invited to the event, you have advertised the event to the public, and/or you have sold tickets to the general public, your event is probably a public event. Note, however, that the Health Department has indicated that an event that has a specific, limited audience within

If you have additional questions, please contact the Office of Food Services at 512-414-0251.

the campus community (*e.g.*, the intended audience includes only students, parents, and staff, but not usually the general public) will not be considered a public event. ***If there is any doubt, please check with the Department of Food Services.***

What about ongoing or repeated events?

A TFE permit covers events that last up to 14 days. If your organization is going to serve the same foods at an ongoing or repeated event that covers a period of more than 14 days (*e.g.*, concessions run at student sporting events over a period of six weeks), you will need to obtain one permit per 14-day period. If you know the dates in advance, you can submit the forms for the permits at the same time; the only information that will be different is the dates. If more than one organization will be responsible for serving food, the organizations must each obtain their own permits.

Is there anything we can serve without a TFE permit?

You can serve foods that the Health Department considers “non-potentially hazardous.” Common examples include:

- Prepackaged items, which will generally be items that are individually wrapped (*e.g.*, cans of soda, individual bags of chips or crackers, wrapped candies);
- Whole, uncut produce (*e.g.*, apples, bananas, oranges);
- Coffee (no creamers requiring refrigeration);
- Doughnuts (no doughnuts or kolaches with meat, cheese, or cream filling); and
- Popcorn.

If you plan to serve something that you think may be a “non-potentially hazardous” food, please check with the Office of Food Services. Also, please keep in mind that you must still observe basic food safety standards (*e.g.*, food handlers should wear gloves when handling food) even when you are not required to obtain a permit.

Can we make our own food?

No. Home-prepared foods may not be served or offered at a public event, unless they are: (1) baked goods (*e.g.*, cookies, brownies, cakes); or (2) foods prepared by parents and grandparents for children at a school-designated function.

So how do we make sure that our food is handled according to permitting and food safety standards?

The following is a brief list of food handling requirements; more detail is provided in the Temporary Food Service Requirements document (pages 6-9). Additional requirements may apply to your event. Check with the Office of Food Services and/or the Cafeteria Manager at your campus to determine specific requirements for your event.

- Hand washing and ware washing facilities must be provided.
- All foods must be cooked to required temperatures (check with the Office of Food Services about specific foods)
- Hot foods must be held at 135°F or above
- Cold foods held at 41°F or below
- All foods must be kept covered
- Overhead and floor covering must be provided.

If you have additional questions, please contact the Office of Food Services at 512-414-0251.