



Community Development

Environmental Health Division
5702 Rowlett Road, Rowlett TX 75089
Healthservices@rowlett.com
972-412-6125
www.rowlett.com

Temporary & Special Event Food Guidelines

Purpose

The purpose of these requirements is to prevent foodborne illness and protect public health by assisting operators of temporary food service establishments in meeting minimum construction standards and in using safe techniques when storing, procuring, displaying or serving food.

Permits

Temporary food service establishments shall mean any food service establishment which operates at a fixed location for a temporary period of time but not to exceed 3 days.

- All events open to the public in which food is sold shall require a permit.
- A complete menu of food must be provided at the time of application.
- A permit fee of \$50 shall be paid by each applicant planning to operate a temporary food service establishment. No fee will be charged for qualified non-profit organizations with documentation or City of Rowlett Sponsored Events.
- Applications for temporary food service permits are available at the City of Rowlett Health Services, 5702 Rowlett Rd. or online at www.rowlett.com. **Application should be made at least 3 days prior to the event.** Permits must be conspicuously displayed during the event.

Food and Utensil Safety

- Only approved foods will be permitted. Foods requiring minimal handling (i.e.: hot dogs, nachos, popcorn, cotton candy and snow cones) may be allowed to be prepared onsite. More extensive food preparation shall be conducted in a permitted commissary unless the temporary facility can be provided with running water and a covered food preparation area.
- **If applicant does not utilize a commissary for food preparation and storage, the food products must be new and unopened. Food prep may not start until inspections has been completed to verify food product has been obtained from an approved source.**
- If the commissary facility is in another jurisdiction (outside Rowlett), a copy of the current permit from the regulatory authority (state, county, local or federal) must be attached to the application.
- All Time/Temperature Controlled Foods for Safety (TCS), such as meat, poultry, fish, or dairy products must be maintained at 41° F or below, or 135° F or above to prevent the incubation of bacteria. Mechanical hot holding and refrigeration is required unless otherwise approved.
- A metal stem thermometer displaying 0°-220° F is required.
- Open, unprotected displays of food are not allowed.

- Food, food containers, utensils, napkins, straws and single service articles must be adequately protected from splash, dust, insects, weather, or other contamination. Storage on the floor or ground is not acceptable.
- All condiments available for customer self-service, including onions, relish, sauces, peppers, catsup, mustard, etc., must be in single self-service packets unless otherwise pre-approved.
- Ice used for human consumption must be stored separately from ice used to refrigerated beverages.
- Handling of food or ice must be minimized. Utensils such as scoops, tongs, forks or spoons must be used when possible. Disposable plastic gloves are required when direct contact with food is necessary.
- **Home preparation or storage of food is not allowed. Cottage food operations are permitted on a case-by-case basis.**

Water Supply

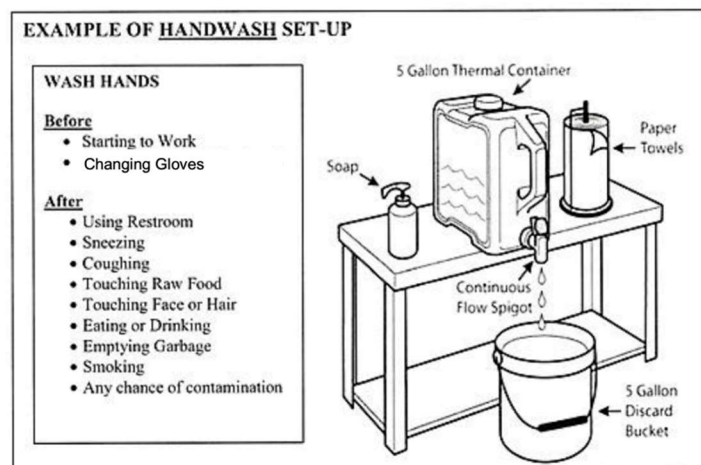
- A minimum of five gallons of potable water in a sturdy plastic container must be available for hand washing, utensil cleaning and sanitizing. If potable water replenishment is not readily available, additional containers of potable water may be required.

Personnel

- Eating, drinking and the use of tobacco in any form is prohibited in food preparation and service areas.
- Food handling personnel must wash their hands as frequently as necessary to keep them clean. Disposable gloves may not be used in lieu of hand washing.
- Full hair restraints, including hair nets or caps, are required in food preparation and serving areas.
- Employees must have access to adequate restroom facilities.
- Employees must be free of any communicable diseases. Personnel must wear clean clothing and maintain a high degree of personal hygiene.

Hand Washing

- All establishments that handle or prepare unpackaged food are required to have convenient hand washing and utensil washing facilities. The number, type and size of sinks required will be determined by the type of operation to be conducted. Bare hand contact with “ready to eat” foods is not allowed.
- A separate container of water, one gallon minimum, with a spigot to provide a flow of water for hand washing, must be available. A small basin must be available to contain wastewater.
- Disposable paper towels and hand soap or detergent must be available on site.



Utensil Washing and Sanitizing

- Three separate plastic containers of at least two-gallon capacities must be available for washing, rinsing and sanitizing.
- An adequate quantity of sanitizer, such as liquid chlorine bleach in a solution of 50 parts per million chlorine (50 parts per million=1 tablespoon per gallon of water) or 200-400ppm Quaternary Ammonia sanitizer must be available for sanitizing.
- Test strips must be available to verify concentration of sanitizer.
- Single service items should be used when possible to minimize dishwashing.

Wastewater and Trash Disposal

- A sturdy five-gallon plastic container equipped with a funnel to receive and store liquid wastes must be available.
- All wastewater from sinks, steam tables, etc. must be drained or disposed of into the sanitary sewer system or in a manner that is consistent with liquid waste disposal requirements.
- Covered trash containers must be provided.

Miscellaneous

- All temporary food establishments are required to have approved flooring such as concrete, asphalt or tight-fitting plywood. All stands must have suitable covering over food preparation, cooking and serving areas. Such cover must meet fire code requirements.
- Animals are prohibited in temporary food establishments.
- Failure to comply with these regulations may result in closure, municipal court citation(s) and/or permit revocation.

For additional information contact Health Services at 972.412.6125

Please sign to acknowledge the above requirements. Failure to comply with the above requirements will result in revocation of temporary permit and will prevent future participation in Rowlett Temporary Events.

Establishment Name: _____

Applicant Name: _____

Applicant signature: _____

Date: _____