

FACILITY USAGE APPLICATION AND AGREEMENT FORM (AAF)

Contact Information

ORGANIZATION NAME:

CONTACT PERSON:

PHONE NUMBER:

CELL NUMBER:

MAILING ADDRESS:

EMAIL ADDRESS*

*MANDATORY- Your confirmation will be emailed to you

Facility Request Information

SCHOOL FACILITY REQUESTED:

ACTIVITY:

EXPECTED # OF ATTENDEES:

REQUESTED DATE:

REQUESTED ROOM SET:

REQUESTED TIME:

WITHIN THIS FACILITY LIST SPECIFIC AREA REQUESTED:

WILL FOOD BE SERVED? YES OR NO (CIRCLE)

IF YES WILL YOU BE USING THE CAFETERIA, KITCHEN AND OR SERVERY? (PLEASE SPECIFY)

YOU MUST FILL OUT PAGE 3 and 4 if FOOD is INVOLVED.

SPECIAL NEEDS:

INSURANCE COMPANY _____ POLICY NUMBER _____

ATTACH A COPY OF INSURANCE POLICY. DOWNINGTOWN AREA SCHOOL DISTRICT MUST BE LISTED AS AN ADDITIONAL INSURED. Application will not be processed without a copy of insurance.

WILL TENANT BE CHARGING A REGISTRATION/ADMISSION FEE YES OR NO (CIRCLE)

If yes what is the cost

AUTHORIZATION OF ORGANIZATION'S POINT OF CONTACT

By signing below, I agree that I have read and understand "POLICY 707- Use of District Facilities" and "Guidelines for Policy 707- Use of District Facilities"

Signature: _____ Date: _____

TO BE COMPLETED BY A SCHOOL DISTRICT ADMINISTRATOR

PLEASE CIRCLE ONE OF THE FOLLOWING:

CLASS A B C D E F G

ARE THERE ANY EXCESS CUSTODIAL COST? YES OR NO

ARE THERE ANY ADDITIONAL FOOD SERVICE COSTS? YES OR NO

ARE THERE SPECIAL NEEDS COSTS? YES OR NO

SIGNATURE OF ADMINISTRATOR: _____

FACILITY USAGE FEES

BILLING OCCURS AFTER THE EVENT ACCORDING TO THE HOURS LOGGED BY CUSTODIAN. HOWEVER, DASD HAS THE RIGHT TO ASK FOR A DOWN PAYMENT PRIOR TO THE EVENT.

TOTAL Facilities usage fee is due within 30 days of billing; the District reserves the right to assess late fees of up to 1% per month.

IF FOOD IS BEING SERVED AT THIS EVENT PLEASE CONTINUE TO READ PAGE 3 AND 4 OF THIS APPLICATION. YOU MUST READ AND COMPLETE PAGES 3 AND 4 **ONLY** IF THERE IS FOOD AT THE EVENT.

THE FOLLOWING IS THE POLICY OF THE CHESTER COUNTY HEALTH DEPARTMENT. PLEASE READ AND SIGN AT THE BOTTOM:

REQUIREMENTS FOR OPERATION

§ 300.1141. Requirement: license.

(a) General requirement. A person may not operate a food facility without a valid license issued by the Licensor, unless otherwise provided in subsection (b).

(b) Exceptions.

(1) A building, structure or place owned, leased or otherwise in possession of a person or municipal corporation or public or private organization, used or intended to be used by two or more farmers or an association of farmers for the purpose of selling food directly to consumers—otherwise known as a farmer’s market—may be considered to be a single retail food establishment.

(2) The following food establishments are exempt from Licensing:

(i) Vehicles used primarily for the transportation of a consumer commodity in bulk or quantity to manufacturers, packers, processors or wholesale or retail distributors.

(ii) A food establishment in which at least 50% of the commodities sold were produced on the farm on which the food establishment is located.

(iii) A food establishment in which food or beverages are sold only through a vending machine.

§ 300.1142. Application procedure for appropriate license.

Prior to the opening of a food facility, the operator shall contact the Licensor to obtain the appropriate application form for the required license. The Licensor will supply the applicant the appropriate form, based upon the type of food facility involved.

Who Needs a Temporary Event License?

Spring marks the beginning of the carnival, fair and event season. The information listed below will help clear up some misconceptions about what is required to participate as a food vendor in a temporary event. A Certified Food Manager (CFM) certificate is not the same as a license to operate. Although, certain menus are exempt from needing a temporary event license.

Under the [Chester County Food Code](#), a temporary food facility is "a food facility that operates for a period of no more than 14 consecutive days in a fixed location and in conjunction with a single event or celebration (such as a fair, festival, carnival or other transitory gathering). Any person serving food to the public (unless exempted) must have a license to operate and each licensed facility must have a CFM." Therefore, for temporary food facilities, a temporary event license and a CFM certificate is needed.

Unlike catering, where a known quantity of food is prepared in a licensed facility and taken to an event, food is prepared on-site at a temporary event and the number of customers is unpredictable. A CCHD annual license allows catering; however a separate temporary event license is needed for off-site temporary events.

There are exemptions to the temporary event license. By policy, the following food items do not need a temporary event license:

- cotton candy
- popcorn
- shelled or unshelled roasted nuts
- pre-packaged items from a commercial source that is regulated by CCHD or other food regulatory agency, and are packaged at the processor in individual serving portions of:
 - frozen ice cream
 - frozen Italian ice
 - frozen desert items
 - loose candy
 - baked goods (including pre-made ready to eat soft pretzels)
 - canned or bottled beverages

For more information on a Temporary Event License, contact the [Environmental Health Specialist](#) for your municipality.

I have read and am willing to comply with Item #4 on page 9 & 10 of the DASD District Policy 707 on Kitchen/cafeteria services/requirements. Also, I have read the previous policy of the Chester County Health Department and agree to obtain the necessary "Event Licensing" and/ or "CFM certification" required by the county. I will be responsible for all fines that may ensue if I do not comply with this policy.

Signature _____

Date _____

A COPY OF THE LICENSING AND/OR CERTIFICATION MUST BE ON FILE WITH THE DISTRICT PRIOR TO THE EVENT.

