

March 18, 2019

Dear School Leaders

We are getting many inquiries as to what is allowed at schools for fund raisers and end of the school celebrations. There are multiple City, Health Department and District Insurance, policies and procedures that address many of the proposed activities at events:

### **Fund Raisers, Carnivals and Celebrations:**

Due to insurance restrictions activities such as the following are prohibited:

1. Inflatables such as bouncy houses and slides are not allow on District property or events. This includes the school, PTA or community use.
2. Carnival activities such as dunk tanks, amusement devices, above ground pools of any size and water slides are not allowed for either school or community use.
3. Non-charitable sidewalk sales, flea markets and swap meets are prohibited for both school and community on school grounds
4. The complete matrix of all prohibited activities is posted on the Risk Management website under Field Trips – Resources.

Use of canopies requires a permit and must be anchored as specifically described by Risk Management. See <https://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=13459738> -under Concession Rules

Fundraising car washes are highly discouraged on school grounds. Seattle Public Utilities has specific water discharge requirements and our schools are not equipped for the water recovery. Our Resource Conservation Procedure discourages the excess water use for car wash activities. As a better alternative, schools may sell fundraising coupons to commercial car washes.

Here is the link regarding car washes:

[https://www.seattleschools.org/UserFiles/Servers/Server\\_543/File/District/Departments/Maintenance%20Services/Green%20Team%20Support/CarWashGuidelines.pdf](https://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/Maintenance%20Services/Green%20Team%20Support/CarWashGuidelines.pdf)

### **Food Trucks and Carts:**

Food trucks and carts are generally not allowed at school or community events. This includes fund raisers, carnivals, PTA-Alumni-Booster events, community athletic games, jamborees, meets, camps and tournaments. A Temporary Use Permit would be required for food trucks on private property in residential zones and a Street Use Permit for those on the streets. These permits can be costly and require up to 30 days for approval. Food trucks and carts must have a Public Health permit along with the City of Seattle permits.

Here's the overall guideline, interested parties should refer to the appropriate agency and their rules: <https://buildingconnections.seattle.gov/2011/08/18/street-food-vending-in-seattle/>

For private property (such as school grounds):

<http://www.seattle.gov/sdci/permits/common-projects/street-food-carts-or-trucks>

The vendor needs a temporary use permit to sell food on private property if it is located in a residential zone or within 50 feet of any residentially zoned property. It would be a Type I permit, generally approved by Seattle DCI within 30 days. The base cost for permit review is around \$265/hour plus any other requirements the city, parks or health departments may impose.

For curbside vending, it is SDOT that governs.

<http://www.seattle.gov/transportation/permits-and-services/permits/vending-permits>

Their temporary curb space permit costs \$175 and the process for applying is laid out in CAM 2510.

<http://www.seattle.gov/Documents/Departments/SDOT/CAMs/cam2510.pdf>

If you are within 50 feet of a park, Parks have their own specific requirements. Many of our schools are adjacent to parks or share parking lots or playgrounds with Parks. This is not part of the Joint Use Agreement with Parks.

### **Barbeques and Cookouts:**

Barbeques and cookouts including fried or hot items such as hot dogs and hamburgers prepared on site and not provided by Nutrition Services have very specific rules. Any food service must have a King County Food Service permit, which requires application review and potentially a site inspection. A recent permit cost over \$400. If a booster, alumni or friends group wants to put on an event, a food service permit must be obtained. This includes school carnivals, end of year events, athletic events, camps, jamborees and other on-site activities. District Nutrition Services, who already hold a Food Service permit may be able to cater a school hot dog or hamburger type barbeque.

For information on what food can be sold at events please see the District website on building rentals – under Scheduling Athletic Fields – See

<https://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=13459738> -under Concession Rules. Outside of regular school hours, a building use permit needs to be secured.

All food products sold must conform the [Public Health of Seattle - King County](#) rules which are linked here for reference only - all responsibility for adherence to Public Health Regulations, District Risk Management and Use Rules is with the permit holder: Public Health of Seattle - King County Food Handling:

[www.kingcounty.gov/healthservices/health/ehs/foodsafety.aspx](http://www.kingcounty.gov/healthservices/health/ehs/foodsafety.aspx)

If you have any questions, please feel free to contact either Risk Management or Building Rentals

Sincerely

Richard Staudt, Risk Manager

Kathy Johnson, Facilities Operations Program Manager