



Guidelines for Toilets and Hand Washing Facilities

Adequate toilet and hand washing facilities need to be provided for special events. A combination of permanent restroom facilities and portable chemical toilets and hand washing stations can be used to meet the needs. The number of facilities needed depends on the duration of the event, the number of people expected, and whether alcohol is served. The City recommends the following minimum numbers.

Toilet Facilities:

Note: If alcoholic beverages are served, increase the number of units by 20%

- At least one wheelchair accessible unit is required.
- Toilet and hand washing facilities must be maintained during the event. Consult with the company that will be servicing the units about how the number of units will determine the need for servicing during the event.

Patrons	Male			Female	
	Toilets	Urinals	Sinks	Toilets	Sinks
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

These figures may be reduced for shorter duration events as follows:

Duration of event	Quantity required
More than 8 hours	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

Hand Washing Facilities:

Acceptable hand washing facilities can be by a combination of permanent restroom lavatory sinks, and/or portable stations provided by the chemical toilet company. You should plan on a minimum of one lavatory sink or hand washing station for each five toilets.

Please indicate how many toilet and hand washing facilities you plan to provide, and the name of the company that will be servicing the portable toilets.

***A written agreement with area businesses will be required to offset the amount of portable facilities.**