

# AFRD Restroom Plan

**Name of Event/Festival:** \_\_\_\_\_ **Number of Attendees:** \_\_\_\_\_

Events are required to provide restroom facilities that are both American Disability Act (ADA) accessible and non-accessible in the immediate area of the event site which will be available to the public. The Atlanta Fire Rescue Dept. may determine if less or more may be necessary based on time of year, location, event type to ensure proper safety.

- For each seweried restroom (fixed, permanent) available onsite, subtract 1 from the portable number.
- If **alcoholic beverages** sold/available, **add 25%** from the base number required.
- You need to have a minimum of 1 ADA per portable toilet cluster. Race routes #'s may be adjusted.
- **Your site plan must indicate the location(s) and number of all restroom facilities**
- **Parades** must have restrooms at both marshalling and disband area based on participant #'s.
- **For more information please contact AFRD Sp. Events 404.546.7042.**

YES NO

**I acknowledge I must provide portable or seweried restrooms facilities at my event and that they must be checked, disinfected, and restocked throughout the event?**

**Restroom Details:** Total number of portable restrooms \_\_\_\_\_  
 Total number of ADA portable restrooms \_\_\_\_\_  
 Total number of fixed seweried toilets available onsite \_\_\_\_\_ Fixed ADA \_\_\_\_\_

**Written permission on the facilities letterhead if using fixed toilets shall be provided/included listing number of both standard and ADA compliant stalls. Please detail the location of fixed toilets in relation to event location and how event participants will be informed of fixed restroom locations. Some locations may require signage.**

**Portable Restroom Vendor:** \_\_\_\_\_

Vendor Contact #: Day ( ) \_\_\_\_\_ Emergency#/Cell# ( ) \_\_\_\_\_  
 Equipment Setup Date \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup Date \_\_\_\_\_ Time \_\_\_\_\_

Please **ATTACH** an agreement between your organization and the vendor providing the portable restrooms.

- Agreement letter (**NO Proposals/Quotes**) must be submitted on the letterhead from vendor and must include the number of portable restrooms/ADA toilets ordered, drop off/pick up information.
- Please note that for events held in parks, portable restrooms must be on a paved, level surface (never placed on turf) and zip-tied or locked for over-night stays.
- All portable restrooms must be removed within **48 hours** of event close, unless another agreement with EMS has been established. Failure to remove them by an agreed upon date may result in significant penalties.

Attendance Number Parades/Marches based on Participant #'s All Other's Based on Attendee +Participant #'s	Standard Restrooms	Standard Restrooms Alcohol Sold/Available	ADA Restroom(s)
<b>249 or Less</b>		1	1
<b>250-499</b>	2	3	1
<b>500-999</b>	3	4	1
<b>1,000-1,999</b>	4	5	1
<b>2,000-2,999</b>	5	7	1
<b>3,000-3,999</b>	7	8	1
<b>4,000-4,999</b>	10	13	2
<b>5,000-5,999</b>	12	15	2
<b>6,000-6,999</b>	14	19	2
<b>7,000-7,999</b>	17	21	2
<b>8,000-9,999</b>	20	25	3
<b>10,000-11,999</b>	25	32	3
<b>12,000-14,999</b>	28	35	3
<b>15,000-16,999</b>	30	38	4
<b>17,000-19,999</b>	35	44	4
<b>20,000-24,999</b>	38	48	4
<b>25,000-29,999</b>	42	53	5
<b>30,000-39,999</b>	44	55	5
<b>40,000-49,999</b>	48	60	5
<b>50,000-74,999</b>	50	63	6
<b>75,000-99,999</b>	75	94	8
<b>100,000-Above</b>	100-TBD	125-TBD	11-TBD