



BEST PRACTICES FOR PORTABLE TOILET AT SPECIAL EVENTS

Think about the venue or outdoor location. Where is the closest public restroom? Who is attending? How old are the expected attendees? Will they be bringing children? Will you be serving individuals with special restroom requirements, e.g., handicap access?

Think about the answers to these questions, and what this means for meeting restroom needs. As you consider your options, some important things to keep in mind are:

- Toilets should provide privacy, be separated by gender, and have a lockable door.
- The closest restroom should be within reasonable walking distance.
- Toilets should be regularly cleaned and stocked to meet proper sanitation standards.
- The ability to wash hands with soap and water should be provided.
- Lighting and ventilation should be provided.
- Hand towels or air blowers should be provided for the convenience of your guests.
- Trash cans should be available for the disposal of hand towels and other products.

An event organizer must supply a sufficient number of portable toilets to meet the needs of their attendees at peak hours. As a general guideline, the organizer should arrange for 1 toilet per 50 people or use a recommendation from a portable facility provider based on the number of attendees, event duration, and alcohol service.

- You anticipate 50 or more people to attend per day at a city facility (excluding certain community centers).
- The event will affect access to a city street, sidewalk, alley, walkway, etc.
- You will be putting up large temporary structures such as tents, stages, or fences.
- There will be sound equipment that is operated outside of a fully-enclosed space.
- You will be providing a significant amount of food and beverages.
- Do any of these situations apply to you? If so, then in addition to obtaining a permit, we also recommend that you rent portable toilets for an event of this size.

There is an additional consideration that may apply to your event. If you are planning an event that is work-related and there are no accessible toilets at the work setting, then you should also aim to meet the OSHA requirements for providing safe and sanitary restroom solutions for employees.

- For 20 people or less, 1 toilet is required.
- For 20 people or more, 1 toilet seat and 1 urinal are required per 40 workers.
- For 200 people or more, 1 toilet seat and 1 urinal are required per 50 workers.
- If 1 or more attendees are considered handicapped, at least 1 restroom must be wheelchair accessible or ADA compliant.



City of Manvel
Development Services

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SPECIAL EVENT REQUIREMENTS FOR PORTABLE TOILETS

The City of Manvel will allow the delivery and set-up of portable toilets and associated equipment 72 hours prior to start of the approved special event. The City of Manvel requires that the removal of portable toilets and associated equipment within 72 hours after the completion of the special event.

The City of Manvel reserves the right to request and approve adjustments to portable toilet services depending on event size, scope, and details.

Resources

Portable Sanitation Association International provides information, guidelines, and best practices about portable restroom facilities for events.