



## Hosting a Food Truck On Campus

This is a helpful guide to make sure that you have the necessary approvals and paperwork in place to host a food truck or multiple on campus for your event.

### 1. Find Your Food Truck

- a. Make sure you fully talk through your goals for the event, how many attendees (include dietary restrictions or menu needs), and your budget (are you fully funding the food, subsidizing, or will individuals pay in full).
- b. What are the dimensions of the truck? Will the truck need power or a water source?
- c. CMU will require the vendor to sign a *Food Truck License Agreement* (only if individuals are paying for the food) or a *Food Truck Catering Agreement* (only if the organization is paying for or subsidizing the cost of food) and provide a Certificate of Insurance. Please work with the SLICE Office at the Event Support Meeting (see below) to get this initiated.
- d. Talk about payment methods
  - i. Please obtain a quote/invoice for your event
  - ii. Connect with [SLICEFinance@andrew.cmu.edu](mailto:SLICEFinance@andrew.cmu.edu) to find out if this vendor is in the CMU Financial Database. If not, then the vendor will need to fill out the Supplier Information Packet. Can this vendor be paid through pcard?

### 2. Location On Campus

- a. You will need to email [ucres@andrew.cmu.edu](mailto:ucres@andrew.cmu.edu) to reserve your outdoor location.
  - i. Sidewalk areas or parking lots on campus are the best locations to hold the food truck, however, the food truck cannot obstruct a firelane or egress pathway.
  - ii. Please contact the Parking Office to reserve part of a CMU parking lot.
- b. All outdoor events require you to submit an **Outdoor Event Request** (that will be emailed to you by ucres@ upon receipt of reservation) that will require you to schedule an [Event Support meeting with SLICE](#) to walk through the logistics of your event. After the meeting, students will submit the completed Outdoor Event Request for approval from FMCS, EHS, Insurance Services, CMUPD, and Dean of Students.

### 3. Logistics

- a. SLICE will coordinate the *License or Catering Agreement* with the University Contracts Office and will need the Food Truck Vendor signature and COI. In addition to connecting about payment.

- b. [FMCS Work order](#): If power or water source is needed for the food truck. Please include details, date, time, and location. This may also determine your location of food truck
- c. [FMCS Work order](#) for trash and recycling receptacles should also be placed.
- d. Bollard Pass (FMCS)
  - i. In order for the truck to come onto campus, the food truck will need to enter between Hunt Library and Baker or near Donner. There are bollards in place to prevent vehicles coming onto campus and you will need to request that these are taken down (date/time) and put back up. After approval of your Bollard Pass, you will need to call CMUPD when the truck arrives and when it will leave. The Bollard Pass will need to stay with the food truck.
- e. Parking Lot
  - i. If your event is located in a CMU Parking lot area, then you will need to confirm location and logistics with the CMU Parking Office.
- f. Signage
  - i. Make sure your organization has signage for your event so attendees and students passing by understand who is permitted to partake, if it costs \$, etc.
- g. Staffing
  - i. It will be important that you have members on hand to help guide truck through campus (coming and leaving) and managing your event, especially line management (so you are not block pathways).

*Don't hesitate to set-up an [Event Support meeting](#) to talk through your food truck event!*