Procedure Number: 116	Effective Date: 1/7/2026
Title: Sponsoring On-Campus Mobile Food Vendors	Revised:
Approval Date: 1/7/2026	President's Signature: On file

SECTION 1: Purpose and Scope

1.1 Purpose: To establish the process by which university departments, offices and recognized student organizations can sponsor Mobile Food Vendors to park and operate on University Premises.

1.2 Scope: These procedures apply to all university units and Registered Student Organizations (RSOs). Only university units and RSOs can sponsor Mobile Food Vendors to park or operate on University Premises.

1.3 Authority: The Business Office, The Office of Student Life and The Office of Health & Safety oversee the procedures. The Business Office & Student Life will coordinate communication and approval with contracted services such as Food Service and other third-party vendors.

SECTION 2: Definitions

2.1 Mobile Food Vendors: A food truck or food cart.

2.2 Food Truck: Any motorized or non-motorized vehicle, trailer, or other device designed to be portable and not permanently attached to the ground from which food is vended, served, or offered for sale. A food truck is a large vehicle or trailer with a kitchen on the inside. Staff prepare food in the kitchen and serve customers through a side window.

2.3 Food Cart: Food carts are small kitchen carts with wheels that are pushed by hand or bike or can also be towed by a vehicle. Food carts are not full-sized kitchens. Because of this, they are limited to serving one or two meals and a few prepackaged snacks or drinks.

SECTION 3: Procedures & Guidelines

3.1 Procedures for securing space and University approvals for mobile concessions hosted on campus are as follows:

3.1.1 Mobile Concessions Reservation Process & Approval

Food trucks/carts must be invited/sponsored by a university department or organization. Third party food trucks/carts are permitted only in outdoor spaces and the sponsoring

University Department must have completed the reservation process through the University Event Management system. Through this form, the sponsoring group will receive approval from Student Life, Safety & Food Services, Business Office, and Contracted Food Service Vendor. Food trucks & carts that do not pass inspection and follow all requirements and guidelines will not be allowed to operate on campus. Through the form, sponsoring entities can upload Mobile Concessions paperwork to have on record and request additional garbage cans for the event. If your department is using the event as a fundraiser for their Foundation account, they must follow Foundation procedures for event approval.

3.2 Guidelines

3.2.1 Mobile Concessions Guidelines

- Food trucks/carts must prevent the disposal of any materials, including rinse or wash water, any spoiled materials or any. No grease or discharge of any kind should go into the storm or local drain system;
- All trash generated by food production must be collected and removed by the vendor when they leave campus;
- Visual inspection of power cords and outlets, cleanliness of the unit and cooking equipment, evidence of grease/grime on the outer shell, and unobstructed path to the exit by the department hosting the mobile concessions or in coordination with the University Safety Director;
- Where fuel tanks are stored outside the shell, they shall be properly secured and protected;
- Third party food trucks/carts must comply with applicable provisions of any agreement between Coca-Cola or Elior, and the University, and any successor agreement providing exclusive rights for distribution;
- Sale of alcoholic beverages on university property is strictly prohibited without prior approval from the Office of the President;
- Food trucks/carts processing debit/credit cards must adhere to the Payment Card Industry Data Security Standard (PCI DSS). The University reserves the right to revoke a food truck/cart vendor's permit if violations of this or any other applicable University policy, local, state, or federal laws occur.
- Vendors are permitted to connect to the University's Guest WiFi network.
- Trucks will park in designated areas (multiple options available once event is approved) with the temporary parking permit displayed; See Appendix A for pre-approved locations
- Food trucks/carts may only sell food and beverage items; no other goods, wares, or other items may be sold;
- Food trucks/carts will only be allowed to advertise on campus on the truck itself;
- Food trucks/carts must obey all applicable parking, traffic and vehicle safety laws, regulations, and restrictions;

- University Sponsors must coordinate with the Office of Student Life, Campus Police, and Office of Safety to identify an approved location.
- Set up must be more than 10 feet from a building/facility;
- Separation between food trucks must be at least 10 feet apart if there are multiple;
- No blocking of sidewalks, accessibility ramps and access, fire lanes, streets, or traffic flow; except for the designated spots outlined on the map in Appendix A
- All fire extinguishers should have an annual inspection date.

3.2.2 Fire & Life Safety

Food trucks/trailers that will be on campus shall provide the following & have available upon request:

- Applicable permits/certifications
    - Health Department Inspection should be displayed or accessible on site;
    - Business License should be displayed or accessible on site;
    - Annual permits should be displayed or accessible on site
    - Proof of Commercial General Liability insurance coverage should be displayed or accessible on site
    - Fire extinguishers
- All food trucks are subject to spot inspections by the Office of Health & Safety representative when on campus.

3.3.3 Enforcement

These regulations shall be administered and enforced by The Office of Student Life or other University officials as designated. Those violating these regulations for mobile concessions will be subject to immediate eviction or removal from campus by appropriate University agents or officials and may be subject to legal or University disciplinary action. Students and student organizations operating in violation of these regulations will be subject to disciplinary action under the Student Code of Conduct.

Appendix A

Pre-Approved Food Truck Locations

1. Quad- Center of walkway near Main Hall
2. Quad- Parking turnaround between Main & Shotwell
3. Quad- Arnett Parking Lot Pull Up
4. Baseball Field/Hughes Parking Lot Upper
5. Soccer Field Parking Lot
6. ASRC Parking Lot/West Family Stadium Entrance
7. Indoor Practice Facility Parking Lot
8. Liberty Oaks/Houses on 88 Parking Lot
9. Appalachian Aquatic Conservation Center Parking Lot

