Food Truck Vending Rules and Regulations

Statement:

Saint Louis University (SLU) permits mobile food trucks (Food Trucks) to be operated on property owned or controlled by the University provided that the University has granted prior approval. This statement directs approval, location, and guidelines for how Food Trucks can be accommodated on university property.

Purpose:

The purpose of these rules and regulations is to ensure the health and safety of our community, protect our facilities and maintain compliance with insurance, liability and health codes while maintaining an orderly location and operation of Food Trucks.

Scope:

These rules and regulations apply to all employees, students and Food Truck owners/operators wishing to operate a Food Truck around University property. These rules and regulations apply to Food Trucks that are temporary and whose location is approved by the University.

Responsibilities and Procedures:

1) Insurance:
   The vendor will carry and maintain the insurance coverage denoted below. The vendor shall deliver to Saint Louis University certificates of insurance evidencing such coverage as an attachment to the agreement with Event Services.
   a. Commercial General Liability and personal injury insurance coverage under this Agreement in the following amounts: $1,000,000 each occurrence, $2,000,000 in the aggregate and $1,000,000 for bodily injury and personal injury, and property damage liability. Vendor shall name Saint Louis University as an additional insured on a primary and non-contributory basis. Policy will include a waiver of rights of recovery.
   b. Workers Compensation/Employer's Liability – employers with less than 5 employees are not required to have coverage. $1,000,000 for bodily injury per accident and $1,000,000 for bodily injury by disease per employee and policy active pursuant to the Worker's Compensation laws for the state where the facilities and equipment are being used. The policy will include a waiver of the rights of recovery (where allowable by law).
   c. Automobile Liability Insurance for all owned, hired, non-owned vehicles and policy will name Saint Louis University as an additional insured. Policy will also include a waiver of rights of recovery. Policy will have $1,000,000 combined limits of protection.
   d. The vendor agrees to provide 30-day notification to Saint Louis University of any cancellation or material alteration of any above policy. In addition, Vendor is required and shall require any contractors, subcontractors, vendors or any other party performing work or providing services at the work site to carry the above insurance.
   e. Vendors must supply a current certificate of insurance, evidencing the required coverage before they will be permitted on campus.
   f. Event Services to forward the certificate of insurance to Risk Management (riskmgmt@health.slu.edu) prior to the event.

2) Procedures:
    a. Only Food Trucks that have been **expressly** approved by the Risk Management may operate on University property. Approved vendors must provide documentation demonstrating compliance with all applicable health inspection requirements and maintain the insurance coverage required by the University.
    b. Approval to enter University property is required before a Food Truck may access campus. Food Trucks approved to be on campus may operate only in locations designated and approved by Parking and Card Services and Facilities Management. Site approval is required prior to setup and operation.
    c. All vendors must agree to the following criteria and complete the University Application for Food Truck Vendor Permit.
        i. Vendors may only serve food and non-alcoholic beverages. The sale or service of alcohol and/or beer is prohibited. The only exceptions are Homecoming Weekend and Christmas events pre-approved by Risk Management and Insurance.
        ii. The Vendor acknowledges Saint Louis University's exclusive beverage agreement with Pepsi Co. through which only the beverages identified in such agreement may be sold on University premises.
        iii. The vendor is responsible for removing any waste created by the operation of the truck.
        iv. The vendor is encouraged to use recyclable or compostable service-ware and packaging when possible.
        v. The vendor is responsible for any damage to any sidewalks, pavers or courtyards and trucks should be well maintained and free of leaks.
        vi. No additional parking is guaranteed and if needed should be arranged through Parking and Card Services.
    d. The vendor must be invited to campus by a University student group or other University Department and may only park in the approved location coordinated with Event Services. Event services will notify Public Safety and Emergency Preparedness, Risk Management and Parking and Card Services
    e. Events Services will be the point of contact for vendors while they are on campus.
    f. Food Trucks must be removed from campus daily after use.
    g. Food Trucks will only be allowed to advertise on the truck itself.

SAINT LOUIS UNIVERSITY

Saint Louis University

Application for Food Truck Vendor Permit

NOTE: This application packet must be filled out and submitted with proof of insurance, City of Saint Louis permit (if applicable) and valid identification card for owner and any applicable responsible parties. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Application for a permit to operate does not guarantee a permit will be granted. Permit approval is based upon the establishment of food truck's compliance with state and local health requirements. PERMITS ARE NON-TRANSFERABLE.

I. Food Truck's Unit Name: _____

Food Truck's Owner's Name: _____ Phone: _____

Owner's Address: _____

City: _____ State: _____ Zip Code:_____

E-mail Address: _____ Number of Employees: _____

Mail Renewals to: _____

City: _____ State: _____ Zip Code: _____

Business Type: (check one box) ☐ Proprietorship ☐ Partnership ☐ Corporation

Vehicle Make: _____ Model: _____ Year: _____

Color: _____License Plate #: _____ State: _____ VIN#:_____

II. Name of Central Preparation Facility (CPF): _____

Address: _____

City: _____ State:_____ Zip Code:_____

Phone:_____ Owner / Responsible Party's Name: _____

III. Types of Food to be Offered:_____

The food truck operation must submit all required documents and pass all physical inspections if deemed necessary legally operate.

Applicants acknowledge that the permit applied for shall be subject to all provisions of the orders and ordinances of Saint Louis University and shall be subject to all provisions of the statutes and rules adopted under the statutes of the State of Missouri governing food service establishments, retail food stores, mobile food units and roadside food vendors.

_____	_____	_____
Owner/Responsible Party Signature	Printed Name	Date

SAINT LOUIS UNIVERSITY

FOOD TRUCK VENDOR RESPONSIBILITIES

1. **OPERATION**: All state and local rules and ordinances related to the mobile vending operation must be adhered to at all times.

2. **NO HOME PREPARED FOOD MAY BE SERVED TO THE PUBLIC.**

3. **THE USE OF EXTERNAL EQUIPMENT IS NOT ALLOWED:** All equipment MUST always be contained within or on the mobile unit and must be properly enclosed.

4. **REFRIGERATION AND HEATING**: Unit must have adequate hot and cold food storage facilities to maintain food products at the required temperatures. Hot foods must be held at 135°F or above. Cold foods must be stored at 41°F or below.

5. **THERMOMETER:** Metal stem dial thermometers with a range of 0-220°F and accurate to +/- 2°F must be provided on mobile food units on which food is prepared in order to monitor food temperatures. Locate additional thermometers in all refrigeration/cold-hold units.

6. **FIRE EXTINGUISHER:** All Food Trucks using propane must have a fire extinguisher with a minimum UL classification of 2A 40BC. Trucks that require deep frying food preparation must also have an additional fire extinguisher that has a minimum UL classification of 2A "K".

7. **PROPANE TANKS:** All vendors with propane tanks are required to bring all necessary equipment to properly secure them. A daily propane system leak check should be performed prior to putting the unit into service and after any movement of the vehicle and after movement/change or addition of any gas fed appliance. These leak checks shall be performed with a hand-held listed flammable gas leak detector.

8. **UTILITIES/WATER:** Permanent utilities (i.e., plumbing, gas, electrical, water) may not be attached to the unit at any time. At no time during operation is the mobile unit to be attached to a water hose or any other permanent water supply.

9. **HOLDING TANKS:** Fresh and wastewater holding tanks must be properly sized, permanently installed on the unit, and equipped with a valve to empty/fill the tanks from the exterior of the unit in a manner which prevents contamination of ground surfaces or mobile unit.

10. **HOT AND COLD WATER:** Unrestricted units must maintain a safe and secure water supply. Hot and cold water must be available under pressure for immediate use to all sinks at all times of operation.

11. **HANDWASHING**: Soap, individual use towels, and hot water must always be supplied to hand sinks.

I have read and understand the items of responsibility listed above, and I agree to comply with all the requirements. I further understand that the observed violations of these requirements may result in permit suspension and/or legal charges being filed.

_____	_____	_____
Owner/Responsible Party Signature	Printed Name	Date

Updated 10/26

Steps:

1) Department or Group notifies Event Services of their wish to have Food Trucks on campus.
2) Vendors fill out necessary forms to be approved as a vendor.
3) Event Services notify Public Safety and Emergency Preparedness, Risk Management and Parking and Card Services and Facilities Services (if parking on interior of campus), of the vendor's wish to be on campus.
4) The Sponsoring Group/Dept. will be the point of contact for the vendors. (Telling them where to go, when to arrive, etc.).
5) Public Safety and Emergency Preparedness will patrol the area for the safety of the community and enforcement if necessary.