

Drake University Food Truck Policy

Food Trucks

In order for a student organization and university departments to host a food truck on campus, they must provide all proper paperwork and request space through the VEMS. This process is due NO LATER than 30 days prior to the event date(s).

There are limited times for student organization and university departments to hold events with food trucks. Food trucks will only be allowed between 9am-10pm, day of event. The stronger your submission, the more likely we'll be able to support your event. We look for a number of things including extent of planning, expected attendance and audience, collaboration, and focus of event.

To host a food truck on campus, student organization and university departments must:

- Have a plan to cover associated costs including:
 1. The \$50 permit fee per truck per event
 - Pay to Drake University
 - Work with Office of Conference and Events for submission
 2. Additional potential event costs, including staffing, cleanup and rental equipment
- Ensure the requested food trucks have all necessary forms submitted
- Confirm that their primary advisor (or advisor's designee) or department designee is present before, during, and after the event to supervise

Food trucks may be allowed on campus as a catered event or a for sale event. Catered events are events where food is provided free to the guests and not sold to individual participants. The event must be approved through Drake Dining, using the Food Waiver Form, located in office 152 in Lower Olmsted, next to Sussman Theater.

Weather needs to be taken into consideration for any food truck event, and a backup plan needs to be in place prior to approval. This includes rain, snow, lightning, or any other inclement weather situations.

The current approved location with the number of trucks is: North Side of Lot 16(Olmsted Lot) - **3 trucks max.** Upon approval, an area within close proximity, can be setup with tables, chairs, etc. for guest's enjoyment.

All food trucks will be required to provide the following:

- Certificate of insurance, naming Drake University as an additional insured, evidencing the following insurance:
 - General Liability Insurance with \$1 million per occurrence/\$2 million aggregate
 - Auto Insurance with \$1 million in coverage
- Workers' Compensation Insurance as required by the State of Iowa
- Copy of Polk County-Issued Permit
- Copy of Current Food Safety Certification for at least one food handler
- Allow for a FPM, Public Safety or Conference and Event Services Offices inspection prior to or during the event

In addition, all food trucks must agree with these terms and sign a contract with the University.

Questions should be directed to: For Student Organizations – Director of Student Life AND for all other university departments – University Event Manager