**Food Truck Procedure for Special Event Food Truck Sourcing**

Effective: October 29, 2020

Last Updated: February 15, 2021

Food Trucks **must** provide, in advance, the following **DOCUMENTATION** in order to serve the Oxford Emory Community. This documentation will be managed and held on file by The Office of Events & Conferences.

* A copy of your current business license
* A copy your current liability insurance policy showing minimum coverage of One Million Dollars
* A copy your most recent Health Score, with a minimum score of 90

There are additional **REQUIREMENTS** for approved food trucks on campus. Those requirements include:

1. Disposable dishes, utensils, and packaging materials used in serving the food should be either compostable or recyclable. No Styrofoam containers.
2. Employees must wear gloves to serve food and utilize any additional sanitary precautions for food service. **(Additional precautions are implemented during COVID. Please see attached document, which must be signed as agreement to the terms.)**
3. No alcoholic beverages are allowed to be served.
4. No amplified sound is allowed.
5. Trucks cannot deploy outriggers or any other equipment that cannot be quickly moved. An authorized representative capable of driving the truck must be with the truck at all times in case of fire emergency. Parking in fire lanes will only be allowed under these terms.
6. Each truck should carry an oil spill containment kit in case of any oil spill.
7. Trucks must be self-contained, able to provide necessary power and running water. The truck must also contain the waste, water and grease. No dumping is allowed on Oxford College/ Emory University property.
8. OCEC will formalize exemption process for students when trucks are requested forreligious events or special holidays.
9. Faculty Staff and Students must adhere to the current COVID gatherings policy . For student events a faculty /staff advisor must be present.
10. Food Trucks on campus are considered as special events and are not a part of the dining program.
	1. No ability to use Dooley Dollars at this time. .  Dooley Dollars are part of the dining agreement with Bon Appetit.
11. Food trucks will be scheduled with at least 2-week intervals between food truck sourced events, with individual departments/groups limited to once per month. Department/ group must coordinate food truck acquisition date with OCEC, securing their event approval via 25Live, and appear on the Master Calendar.
12. All registration and payment of services will be through Emory’s Procurement office via the respective department requesting the catering service, or Campus Life/ SIL for recognized student groups. <https://finance.emory.edu/home/_includes/documents/sections/sif-form-emory-university-v2-10-27-2020.xlsx>

**GENERAL PROCEDURES FOR DEPARTMENTS & STUDENT GROUPS**:

1. Decide on desired food truck vendor(s). Refer to the Preferred Vendor list, when possible. Review Campus Requirements with vendor.
2. Event must be submitted via event request in 25Live reservation system, including in your event description the food truck caterer information.
3. Attach required documentation to 25Live request or email them directly to the Office of Events and Conferences (Tvines@emory.edu)
4. A representative of OCEC, working alongside Facilities Management, will contact you to confirm your date & time, review the best designated area for your food truck event, and ensure that all protocols and paperwork submissions are satisfied.
5. Place a BRS work order request for the needed recycling and/or compost bins, and post-event cleaning. (Note: Any after-hour fees will be incurred by the respective department or recognized student organization.)

**DESIGNATED AREA CONSIDERATIONS:**

Food truck caterers must:

* be located no less than ten (10) feet from any fire hydrant, sidewalk, utility box, handicap ramp, or **building** entrance.
* be clear of trees and grass
* not block streets and walkways

Some recommended areas are: (All require pre-approval & Reservation)

* Parking lot behind the student center
* Parking lot between the green house & the library, behind Phi Gamma
* Parking lot by the tennis courts
* EV Fleming Walkway

**CONTACT INFORMATION**

* Office of Events & Conferences 770-784-8389 email: ocec@emory.edu
* Mika Vines Culbreath 404-858-3853 email: tvines@emory.edu