

Washington University Danforth Campus – Food Truck Policy

Policy Statement

The University policy allows student groups and university departments to host an event with food trucks on campus. This policy statement directs approval, locations, and guidelines for how a food truck can be accommodated on the Danforth Campus.

Purpose

The purpose of this policy is to ensure the health and safety of our community, protect our facilities, and maintain compliance with insurance, liability, and health codes.

Audience

This policy applies to all WashU Danforth Campus departments and all graduate and undergraduate student groups and organizations.

Policy Definitions

- **Vendor:** Food Truck
- **Host:** Student Group or University Department
- **Inner Campus:** Inner sidewalk intended for emergency and pedestrian traffic on the Danforth Campus

Approvals

Requests to bring a food truck on campus must be submitted **at least 30 days** before the desired event date. Campus Life and Dining Services reserve the right to limit the frequency of food trucks on campus. Events may not be approved if they conflict with another event or activity on the Danforth Campus.

Policy Implementation

To comply with the Food Truck Policy, the following criteria must be met:

- Only food trucks approved by the University will be permitted onto campus. These approved vendors must be verified to have all necessary health inspections and insurance requirements.
Please refer to the Insurance Policy Minimum Limits Section.
- All student groups/chapter events with food trucks must be registered in **WUGO** in the approvals section.
- All vendors must agree to the following criteria:
 - Vendors may only serve food and non-alcoholic beverages. The sale and service of alcohol and/or beer is prohibited.
 - The vendor acknowledges Washington University's exclusive beverage agreement with Coca-Cola through which only the beverages identified in such agreement may be sold on University premises.
 - Plastic bottled water is prohibited from being sold or distributed on campus.



- d. The vendor is responsible for removing any waste created by the operation of the truck.
- e. The vendor is responsible for any damage to university property while entering, leaving, or while parked on the Danforth Campus.
- f. Trucks should be free of leaks and be in overall good condition.
- g. No additional parking is guaranteed and if needed it should be arranged through the host organization and Parking and Transportation.
- D. The vendor must be invited to campus by a university department or student group.
- E. The vendor may only park in the designated food truck zones (see Appendix A for Approved Locations).
 - a. In many cases, the space will need to also be reserved by the host organization through [Event Management](#). The host group is responsible for any event management rental fees.
 - b. In order to accommodate the Food Truck, the host organization is responsible for working with their Event Coordinator from Campus Life to secure WFF to move the furniture. The host group is responsible for all housekeeping costs.
- F. A pedestrian escort from the host group is required to escort the vendor when driving on the inner campus to reach the food truck location.
- G. The cost of the food must be supplemented by the hosting group or offered as catering. **No individual food sales are allowed.**
 - a. *Food Trucks brought to campus in partnership with WashU Dining's food service provider, Sodexo, may be exempted from this policy.*

Insurance Policy Minimum Limits

Vendors must carry the following minimum limits in their insurance policies:

A. Commercial General Liability:

a	Each Occurrence	\$2,000,000
b	Damage to Rented Premises (Each Occurrence)	\$100,000
c	Medical Expense (any one person)	\$5,000
d	Products/Completed Operations	\$2,000,000
e	General Aggregate	\$2,000,000

B. Automobile Liability:

Combined Single Limit (Each Accident)	\$1,000,000
---------------------------------------	-------------

- C. The vendor may satisfy the minimum liability limits required for Commercial General Liability under an Umbrella or Excess Liability insurance policy. WU shall be named as Additional Insured on the vendor's Commercial General Liability, Automobile Liability, and if applicable Umbrella or Excess Liability insurance policies with respect to the use of the Facility by the vendor.



- D. All insurance coverage maintained by the vendor shall be primary and any insurance coverage and/or self-insurance maintained by WU shall be excess and not contributing with vendor's insurance. The specified minimum insurance coverages and limits maintained by vendor do not constitute a limitation on vendor's liability or obligation to indemnify, defend and hold harmless WU under this agreement.
- E. Vendors must supply a current certificate of insurance evidencing the required coverages before they will be permitted on campus.
- F. Vendor agrees to indemnify, defend and hold harmless WU, its trustees, agents, faculty, students and employees from and against all liability, loss, claims or demands (including attorney fees and expenses) for personal injury, death and/or property damage arising out of the use of the Facility and any equipment therein by Vendor and its employees, representatives, agents and invitees.
- G. The Vendor releases WU, to the full extent permitted by law, from all claims of every kind, including loss of life, personal or bodily injury, damage to merchandise, equipment, fixtures or other property, or damage to business or from business interruption, arising, directly or indirectly, out of or from or on account of the Vendor's occupancy and use of the Facility or resulting from any present or future condition or state of repair thereof. WU shall not be responsible or liable at any time to The Vendor or its employees, for any loss of life, bodily or personal injury or damage to property or business, or for business interruption, that may be occasioned by or through the acts, omissions or negligence of any other persons, or any other tenants or occupants of the Facility. WU shall not be responsible or liable at any time for any defects, latent or otherwise, in any buildings or improvements in the Facility or any of the equipment, machinery, utilities, appliances or apparatus therein, nor shall WU be responsible or liable at any time for loss of life, or injury or damage to any person or to any property or business of The Vendor , or its employee's, caused by or resulting from the bursting, breaking, leaking, running, seeping, overflowing or backing up of water, steam, gas, sewage, snow or ice in any part of the Facility or caused by or resulting from acts of God or the elements, or resulting from any defect or negligence in the occupancy, construction, operation or use of any part of the Facility or any of the equipment, fixtures, machinery, appliances or apparatus therein. The Vendor and its employees shall store their property in and shall occupy and use the Facility and any improvements therein and appurtenances thereto solely at their own risk.

Compliance

For non-compliance of this policy the student group will risk sanctions of limited space and event approval at the discretion of Campus Life and the Division of Student Affairs.

Appendix A. Danforth Campus Approved Food Truck Locations

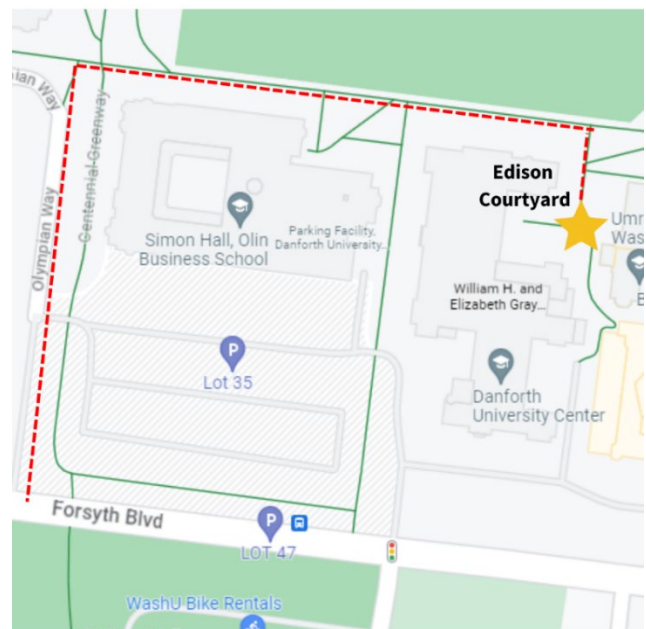
This is a complete list of approved locations for Food Trucks on the Danforth Campus as approved by Dining Services, Parking & Transportation, The East End/Tisch Park Team, and Event Management. **For all food truck events requests, please contact diningservices@wustl.edu first at least 30 days prior to your event for approval.**

Additional Considerations:

- Food trucks must be escorted onto campus by a WashU Employee.
- Food trucks entering campus should drive less than 10 mph and have their hazard lights flashing.
- [Event Management Booking Page](#)
- [Parking & Transportation Special Event Request Form](#)

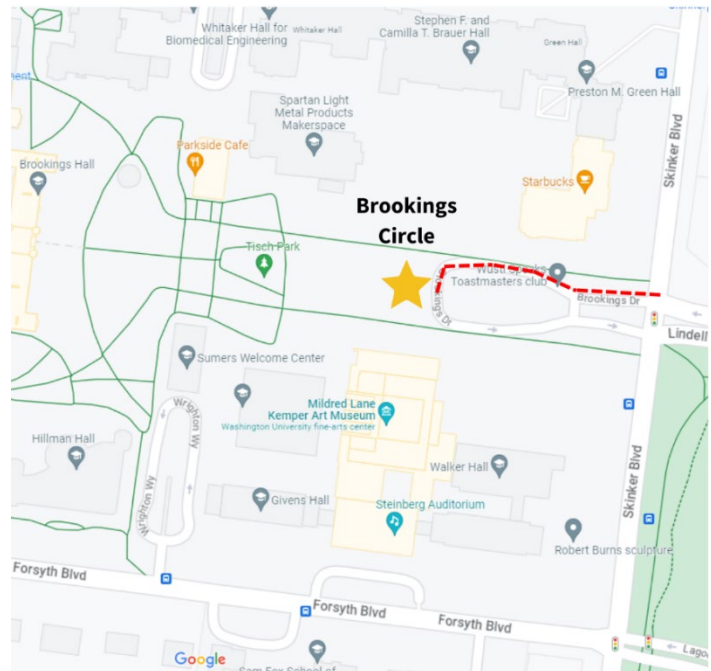
Edison Courtyard

1. Edison Courtyard is located behind the Danforth University Center and should be booked through [WashU Event Management](#). There is a fee associated with using this location.
2. This space can accommodate one food truck. The truck's service window should be facing west (towards the DUC).
3. Food Trucks can access this space via Olympian Way and the inner campus pathway behind the DUC. The host group must escort the food truck onto campus using the inner pathways and follow the Interior Fire Lane Ballard Policies as outlined by Parking & Transportation.



Brookings Circle

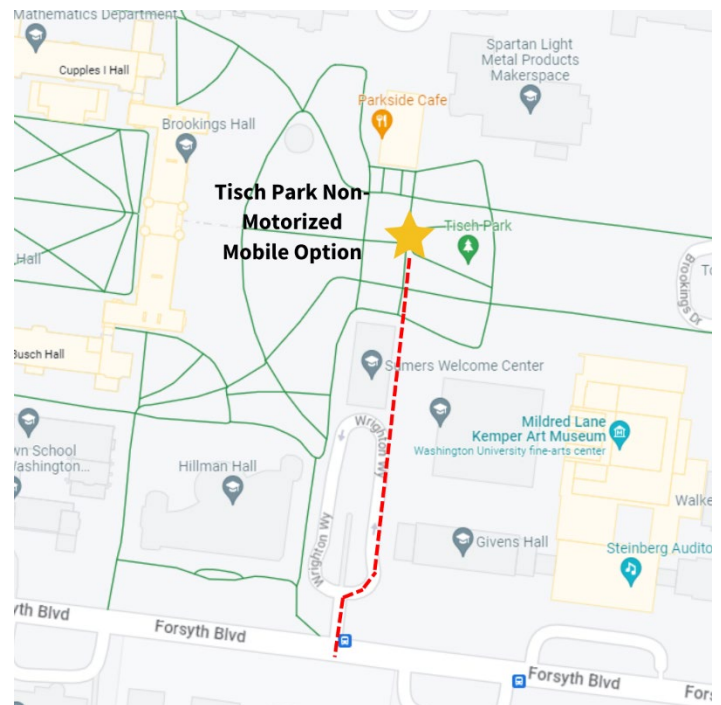
1. Brookings Circle is located at the East End of Campus and should be booked through [WashU Event Management](#). There is a fee associated with using this location.
2. This space can accommodate three food trucks. Other configurations of food trucks can be approved on a case-by-case basis. Food trucks at these locations must be parked between the fire lane access points and have their service windows facing Brookings Hall.
3. Food Trucks can access this space via Brookings and Skinker Blvd. The host group must ensure proper parking of food trucks for events.



Please Note: Food Trucks parked on the inner pathways of Tisch Park are reserved for high-level University events only.

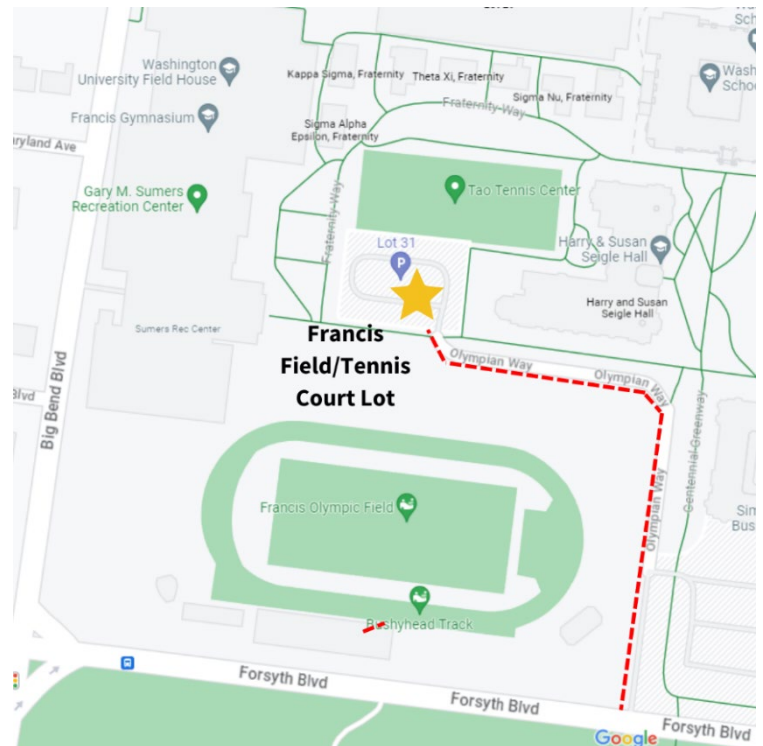
Tisch Park/ Lower-Level Brookings Steps (Non-Motorized Mobile Food options ONLY)

1. The Tisch Park Center Space is located between Schnuck Pavilion and Sumers Welcome Center on the concrete pad in front of the Brookings Steps. This space should be booked through [WashU Event Management](#). There is a fee associated with using this location.
2. This space can accommodate one, non-motorized mobile food option, such as an ice cream bike, Dining Services Dub Box, or a hot dog cart.
3. The host group must ensure proper parking of the non-motorized mobile food option for events.



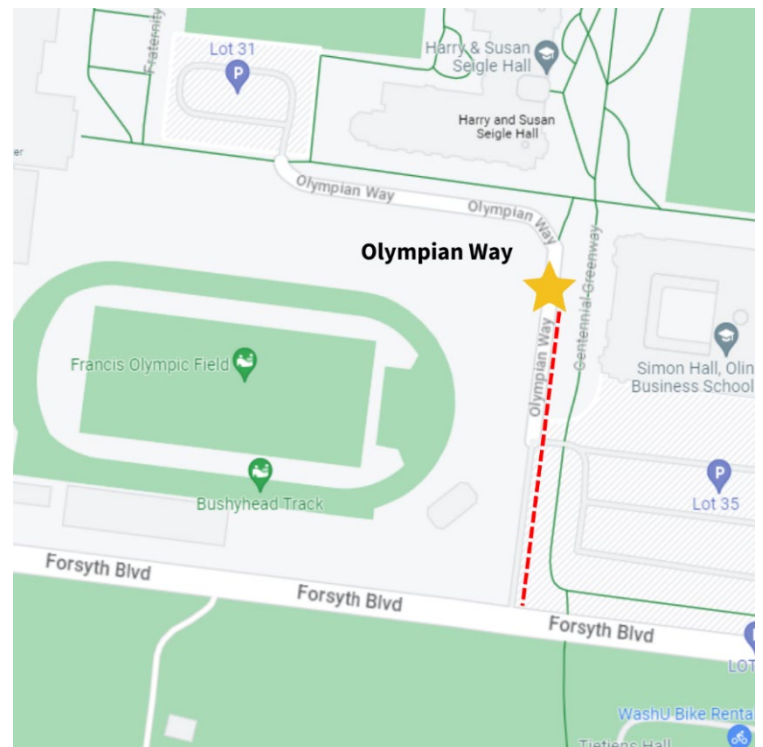
Francis Field/Tennis Court Parking Lot (Lot #31)

1. Lot #31 is the parking lot between the Summers Recreation Center and Seigle Hall. Food trucks are approved to park on the red parking spaces on the south side of the parking lot, closest to Francis Field. This space should be booked through [WashU Parking and Transportation](#). There is a fee associated with using this location.
2. This space can accommodate up to two regular-sized food trucks. The food truck's service window should be facing the sidewalk path facing Francis Field.
3. Food Trucks can access this space via Olympic Way and Forsyth Blvd.



Olympian Way

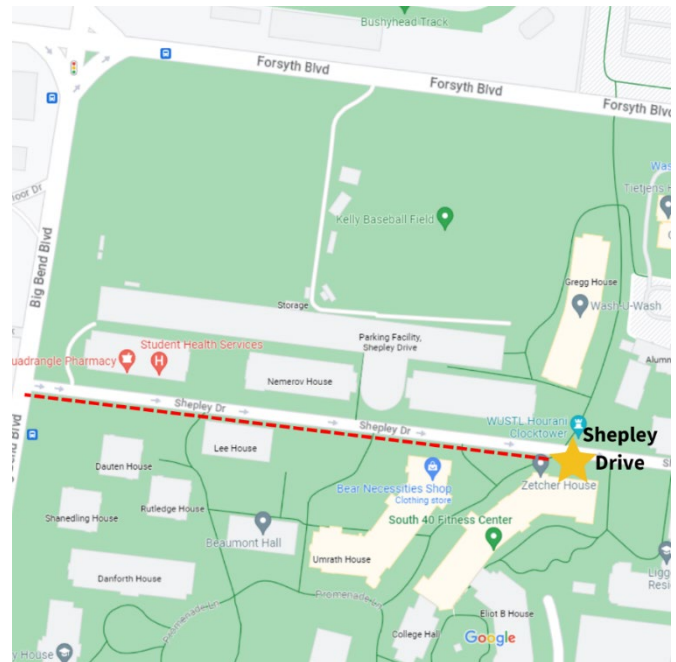
1. Food Trucks are approved to park in the red spaces on Olympian Way on the same side as Simon Hall. This space should be booked through [WashU Parking and Transportation](#). There is a fee associated with using this location.
2. This space can accommodate up to three regular sized food trucks. The food truck's service window should be facing the sidewalk path facing Simon Hall.
3. Food Trucks can access this space via Olympian Way and Forsyth Blvd.



Shepley Drive

This location is reserved only for reoccurring Dining Services Events on Thursday Evenings.

1. This location is on Shepley Drive across from the Clocktower on the South40. This space should be booked through [WashU Parking and Transportation](#). There is a fee associated with using this location.
2. This space can accommodate three regular-sized food trucks with the service window facing the sidewalk in front of Zetcher House.
3. Food trucks can access this location via Shepley Drive and Big Bend.



Mudd Field

1. Mudd Field is located within the Inner Campus. This space should be booked through WashU Event Management. There is a fee associated with using this location.
2. This space may accommodate up to seven (7) food trucks. However, this is dependent upon the size and configuration of the truck(s). The food truck's service window should be facing West looking directly into Mudd Field.
3. Food Trucks shall access this space via Olympia Way. The host group must escort the truck(s) onto campus using the inner pathways at the Olympic Rings Bollards. All trucks must adhere to the Interior Fire Lane Bollard Policies.
4. **Entering and Exiting:** Travel Route shall be east on southern pathway/fire lane continuing to end of MUDD Field and left/North along the pathway/fire lane. Upon exiting, travel along northern pathway/fire lane West and then left heading south to exit via the Olympic Rings bollards.

