**Food Truck Supporting Campus Events  
(updated 3/1/2023)**

All Outdoor Events are subject to fees as established through [Rental Rates: Campus Grounds](https://union.uni.edu/event-services/rental-rates-campus-grounds). Student organizations/university departments classification are defined within university [Policy 8.02 Facilities Use](https://policies.uni.edu/802) as it relates to the usage of food trucks: 

* If the requesting student organization/university department sponsored event is covering all meal/beverage/food fees (the vendor is not charging event attendees) group will be considered a Facility User Group A and no vendor fee will be charged.
* If the requesting student organization/university department sponsored event is not covering meal/beverage/food fees (the vendor is charging event attendees) group will be considered a Facility User Group B and a $300 vendor fee will be charged for each food truck/vendor.

**Steps required to request an outdoor space for university event:  
(Recommended to be completed no less than six weeks in advance)**

1. Visit [reservations.uni.edu](https://reservations.uni.edu/)
2. Click on the “Sign In” button
3. Enter you CatID and Password
4. On the Home page, select “Create A Reservation”
5. Choose “Outdoor Event Request” form with “Book Now” button on the right
6. Event requests will be reviewed by the university Outdoor Events Committee and communication will be sent to sponsoring group’s event contact regarding the status of request.
7. If approved, an Event Coordinator will be assigned to event and planning for the event can begin.

**Steps required to request a food truck to support a university event:**

**(Recommended to be completed no less than six weeks in advance)**

1. Review [University Policy 13.17](https://policies.uni.edu/1317) related to food truck expectations.
2. Review [UHD Catering Food Truck Exception](https://uhd.uni.edu/catering/request-food-truck-exception) and complete Food Truck Agreement found on website. Email completed form to catering@uni.edu
3. Provide Food Truck(s) current State of Iowa Food Establishment License to Housing & Dining (UHD). Email documents to catering@uni.edu
4. Provide Food Truck(s) insurance coverage in the type and amount as described in the Food Truck Agreement to Housing & Dining (UHD). Email documents to catering@uni.edu

Food truck(s) shall be subject to pre-approval through UHD. In reviewing requests, UHD will consider, among other factors, the safety of persons and property, completion of a food truck agreement with the food truck vendor(s), state law and health code. If request is approved, UHD may place conditions and restrictions on any issued permit.

**Requirements of food truck(s) at university event:**

* Follow guidance from NFPA related to food trucks. (Attached)
* Display the current State of Iowa Establishment License and most current healthy inspection.
* Be self-sufficient and not connect to university utilities (water or electrical service)
* Serve out of the food truck.
* Be prepared to pass campus fire inspection.
* Be prepared to pass campus food inspection.
* Be within a reasonable distance of bathroom facilities.
* Use pre-approved parking location.

