


# ADMINISTRATIVE PROCEDURE

## ADMIN-10

### Food Truck Vending – South Charleston, WV Campus

Number: ADMIN-10	Name: Food Truck Vending – South Charleston, WV Campus
Purpose: This administrative procedure sets forth the procedures and guidelines for permitting mobile food trucks to operate on the South Charleston, WV campus.	
Responsible Unit: University Operations	
Approved by: 	Approval Date: 11/12/18

#### ***I. Statement***

Marshall University ("Marshall") permits mobile food trucks (Food Trucks) to be operated on its South Charleston, WV campus provided prior approval has been granted by Marshall and provided such approved Food Trucks operate in accordance with these procedures.

#### ***II. Reason for Procedures***

These procedures sets forth the rules and regulations for the orderly location and operation of Food Trucks as well as assures that safety issues and operational risks such as food borne illnesses, explosions, fires, property damage, and environmental concerns have been addressed by potential Food Truck operators.

#### ***III. Scope & Audience***

These procedures apply to all employees, students, and Food Truck owners/operators wishing to operate a Food Truck on University property.

Food Trucks that are excluded under these procedures include:

- a caterer's truck that supplies prepared food ordered by and paid for by Marshall under a food caterer service contract with Marshall.
- a food delivery truck whose sole purpose on campus is to deliver a food order prepared and packaged offsite by a restaurant or food kitchen. The order may be to an individual customer at his or her or office or other designated location.

#### ***IV. Vending Rules & Procedures***

- A. Food Truck operation is subject to advance approval by the Office of the Director of South Charleston Campus (“Director”) on behalf of Marshall. A *Food Truck Vendor Application* must be fully executed in advance of the Food Truck's operation and a Food Truck Permit must be obtained.
- B. Food Trucks may locate and operate only in locations established and approved by Marshall.
- C. General Provisions of Approved Food Truck Use:
  - 1. Food Truck operators are encouraged to provide only recyclable or compostable plate and flatware.
  - 2. Food Trucks must be removed from campus daily for service after use.
  - 3. Food Trucks may be inspected by EHS or MUPD at any time.
  - 4. Food Trucks will be on campus at the assigned time as established by the Director on behalf of Marshall.
  - 5. Parking – Food trucks are required to be parked at the assigned location.
  - 6. Permit – Food trucks will visibly display all applicable permits at all times.
  - 7. Noise – Food trucks are not permitted to emit music or other amplified sound unless pre-approved by the University.
  - 8. Glass – No food or beverages in glass bottles or other glass containers may be sold or given away by food truck vendors.
  - 9. No Alcohol Service – The sale of alcohol by all food truck vendors is strictly prohibited.
  - 10. Other Requests – Food truck vendors must comply with all requests of the Department of Public Safety or Marshall officials related to the safety of campus or the proper functioning of the University, including requests to leave campus or relocate.
  - 11. Food trucks must adhere to university, local, and state health and sanitation regulations at all times.
  - 12. Operation: All state and local rules and ordinances related to the mobile vending operation must be adhered to at all times.
  - 13. The Use Of External Equipment Is Not Allowed: All equipment MUST be contained within or on the mobile unit at all times and must be properly enclosed
  - 14. Refrigeration And Heating: Unit must have adequate hot and cold food storage facilities to maintain food products at the required temperatures as established by the Kanawha County Health Department or other regulatory authority.

15. 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.

16. Failure to comply of any requirements of Marshall will result in immediate revocation of the Food Trucks Authorization.

***V. Application Forms***

The following application form must be completed and approved prior to a Food Truck operating on the South Charleston Campus.

Marshall University  
Attn. Director South Charleston Campus  
100 Angus E. Peyton Drive  
South Charleston, WV 25303  
Phone (304) 746-2030 Fax (304) 746-8944

### Application for Mobile Food Vendor Permit

**NOTE:** This application packet must be completely filled out and submitted with proof of insurance, City of South Charleston 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 mobile food unit's compliance with state and local health requirements. PERMITS ARE NON-TRANSFERABLE.

- 1) Mobile Vending Unit Name: \_\_\_\_\_
- 2) Mobile Vendor Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_
- 3) Additional Responsible Party (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_
- 4) Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip Code: \_\_\_\_\_
- 5) Date of Birth: \_\_\_\_\_ Personal Identification Number/State: \_\_\_\_\_
- 6) E-mail Address (optional): \_\_\_\_\_ Number of Employees: \_\_\_\_\_
- 7) Mail Renewals to: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip Code: \_\_\_\_\_
- 8) Business Type: (check one box)  Proprietorship  Partnership  Corporation
- 9) Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_
- 10) Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_ VIN#: \_\_\_\_\_
- 11) Name of Central Preparation Facility (CPF): \_\_\_\_\_
- 12) Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip Code: \_\_\_\_\_
- 13) Phone: \_\_\_\_\_ Owner / Responsible Party's Name: \_\_\_\_\_
- 14) Types of Food to be Offered: \_\_\_\_\_

**PLEASE NOTE:** You will not be permitted to sell any products that are not listed. Doing so will be considered vending without a permit and may immediately result in termination of your rights to be a Food Truck Vendor.

The mobile food operation must submit all required documents, pass all physical inspections, and hold a permit decal to legally operate. Permit expiration date is indicated on the permit decal.

Vendor acknowledges and understands that this agreement is only consummated upon Marshall University's written acknowledgment that you have met all qualifying pre-conditions, and your application has been accepted, and upon receipt, deposit and clearing of the funds indicated herein for applicable vendor application fees and deposits.

Vendor acknowledges and understands will maintain required insurance throughout the term of this agreement.

The Food Truck vendor hereby releases Marshall University and its Board of Governors, officers, employees, students, and agents from any liability for property damage or personal injury to the vendor or its employees, agents, or guests on University property for the purpose of exercising the privileges of this permit. In addition, the vendor agrees to defend, indemnify, and hold harmless the university and its Board of Governors, officers, employees, students, and agents from and against any claim, action, liability, or costs, including without limitation attorney's fees, related to any act or omission of the vendor or its principals, officers, employees, agents guest, or other persons admitted to the premises by the vendor, related in any way to the vendor's exercising privileges of the vending permit.

\_\_\_\_\_  
Owner/Responsible Party

\_\_\_\_\_  
Signature Printed Name

\_\_\_\_\_  
Date

## **MOBILE FOOD VENDOR RESPONSIBILITIES**

1. Food Truck operators are encouraged to provide only recyclable or compostable plate and flatware.
2. Food Trucks must be removed from campus daily for service after use.
3. Food Trucks may be inspected by EHS or MUPD at any time.
4. Food Trucks will be on campus at the assigned time as established by the Director on behalf of Marshall.
5. Parking – Food trucks are required to be parked at the assigned location.
6. Permit – Food trucks will visibly display all applicable permits at all times.
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10. Other Requests – Food truck vendors must comply with all requests of the Department of Public Safety or Marshall officials related to the safety of campus or the proper functioning of the University, including requests to leave campus or relocate.
11. Food trucks must adhere to university, local, and state health and sanitation regulations at all times. Operation: All state and local rules and ordinances related to the mobile vending operation must be adhered to at all times.
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14. 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.
15. Failure to comply of any requirements of Marshall will result in immediate revocation of the Food Trucks Authorization.

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

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Owner/Responsible Party Signature

Printed Name

Date