Food Truck Guidelines for University of Saskatchewan

1. These guidelines apply anyone who wishes to utilize the services of a Food Truck for any event on University of Saskatchewan (the “University”) premises. For the purpose of these Guidelines, “Food Truck” is defined as any mobile self-contained food vendor which serves the University. Food Trucks may only operate on University premises at times and locations that are pre-approved in accordance with these Guidelines.

2. Consumer Services is the designated booking agent for all Food Trucks operating on University premises and has oversight for the selection and scheduling of all Food Trucks. Vendors must contact Consumer Services early in the event planning process, and no less than 10 business days in advance of the event, to determine eligibility and availability.

3. Unless a Food Truck is being paid to provide a catered service for the event, event organizers must consider the realistic level of attendance and the sales volume that is expected, as this will influence whether Consumer Services will accept a particular booking and/or remain on site for the duration of the event. Consumer Services cannot guarantee any number of attendance for sales.

4. In evaluating a Food Truck application, Consumer Services shall determine the appropriateness of utilizing a Food Truck for the requested event, taking into account the following:
   - the nature of the event;
   - expected attendance and sales or whether the Food Truck is being paid to provide service;
   - the number and type of Food Truck(s) requested;
   - any alternate food options that will be available to attendees;
   - conflicts with other Food Truck events;
   - contingencies for inclement weather;
   - any other applicable factors (e.g. ability to park during winter months; requirements for utility services, noise, etc.)

5. Consumer Services will collaborate with Parking Services and the event organizer to identify an appropriate location for Food Trucks that is accessible; safe for pedestrian traffic; does not block fire laneways, sidewalks or vehicular traffic; does not interfere with University activities. Other factors will also be taken into consideration, such as whether or not the Food Truck would damage lawns, landscaping or platforms. Food Trucks cannot use the brick platform in front of the Peter Mackinnon Building, nor can they park on Nobel Plaza.

6. Food Truck Vendors are not permitted to use amplified sound or loud generator noise where it may interfere with the University’s activities.

   Parking permits for the specified location will be obtained by the vendor in advance of the event and charged directly to the vendor when picked up. Parking Services is responsible for reserving the appropriate location for the food truck on the day of the event.

7. Food Truck vendors must comply with applicable University policies and procedures, including but not limited to parking regulations and health and safety policies.

8. Food Truck vendors must comply with any applicable legislation.
9. Approved Food Trucks must provide the following information to Consumer Services no less than 10 days in advance of conducting business on campus:

- Public Health inspection pass
- Certificate of General Liability and Automobile Liability (each with a limit of minimum $2 million CDN) with the University added to the General Liability as an additional insured.
- Food Handler Certificate(s)

Consumer Services maintains relationships with a number of Food Truck vendors, which have the necessary documentation on file.

8. All approved Food Trucks are subject to a daily permit fee, which will include the cost of a parking pass. The current fee is posted on the Consumer Services website. ([https://www.usask.ca/culinaryservices/index.php](https://www.usask.ca/culinaryservices/index.php))

- For private functions, and caterings where food is pre-paid for attendees, the daily permit fee is payable by the requesting eligible user.
- For events that are open to the general community and involve the Food Truck selling food to the public, the daily permit fee is payable by the Food Truck vendor.

9. Nothing in these Guidelines should be construed as allowing the serving of alcoholic beverages.

10. The eligible user sponsoring the Food Truck is responsible for ensuring that the Food Truck vendor removes all recyclable materials and waste at the conclusion of the event. The University supports and encourages the use of sustainable packaging as a priority for food truck vendors (although not mandatory).

11. Any necessary pre-event setup or post-event cleanup work conducted by Facilities shall be completed via work request found at facilities.usask.ca

12. Failure to comply with these Guidelines may result in loss of space and/or Food Truck booking privileges or other sanctions.