

Rollins College Food Truck Policy

General Policy:

- 1) Any Rollins student group or department requesting a food truck vendor to provide service at an event on campus must fill out a First Right of Refusal and have it approved by Dining Services.
- 2) If the First Right of Refusal is approved, the food truck vendor being invited to campus must provide a copy of their approved Winter Park Commercial Food Vending Vehicle application, sign a contract with Rollins, and provide a certificate of liability and vehicle insurance.
- 3) There are three designated locations on campus that can be reserved for food trucks.
 - Keene Hall area
 - Elizabeth Circle area
 - CFAM Circle area
- 4) All food trucks must be totally self-contained, no electricity will be provided. The student organization or department sponsoring the food truck is responsible for giving access to restroom facilities.
- 5) Food truck vendors must remove all trash and litter when they leave campus.
- 6) Only one food truck will be allowed on campus at a time. And no food trucks will be allowed to come to campus on a daily basis.

Registered Student Events:

Student groups must enter their request for an event, including the food truck location, in Virtual EMS and GetInvolved.rollins.edu at least two weeks in advance. This is mandatory for the event to take place.

A student group requesting to include a food truck at their event will need to completely fill out the first right of refusal form and submit to Dining Services for approval or denial.

<http://www.rollinsdining.com/documents/FirstRightofRefusalForm.pdf>

Prior to the food truck coming on to campus, the student event organizer must provide The Office of Student Involvement and Leadership with their:

1. Signed Rollins contract,
2. Approved WP Commercial Vending Vehicle application,
3. Comprehensive Liability insurance - \$1 million
4. Vehicle insurance
5. Workers Compensation – as required by Florida law

Registered Departmental Events:

A campus department holding an event must reserve space in Virtual EMS and request the location for a food truck vendor at least two weeks in advance.

Scheduling Event Services (SES) will provide the department with guidelines for bringing a food truck to campus.

Prior to the food truck coming onto campus, the vendor must provide The Office of Scheduling and Event Services with their signed

1. Signed Rollins contract,
2. Approved WP Commercial Vending Vehicle application,
3. Certificate of liability insurance - \$1 million
4. Vehicle insurance coverage
5. Workers Compensation as required by state of Florida.