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**Subject: Mobile Food Vendors Policy**

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1	Purpose .....	1
2	Policy .....	1
2.1	University Food Truck Management .....	2
2.2	Non-University Food Truck Management & Requirements.....	2
2.3	Fees .....	3
3	Procedures.....	3
3.1	Food Kiosks .....	3
3.2	<i>Local Lunch Bites</i> Food Trucks .....	4
3.3	Special Event Food Trucks .....	4
4	Definitions .....	4
5	References.....	5
6	Approval and Revisions.....	5

## **1 Purpose**

In accordance with University Policy 5000, *University Facilities Usage and Event Approval* ([www.policies.vt.edu/5000.pdf](http://www.policies.vt.edu/5000.pdf)), priority of use for Virginia Polytechnic Institute and State University (Virginia Tech) facilities must be given to those activities related to the mission of the university. Additionally, facilities must be used in a safe, professional manner so as not to endanger the university community or the general public. This policy was developed to ensure the effective management of mobile food vendors in relation to these tenets and in support of the university’s students, faculty, and staff.

## **2 Policy**

Mobile Food Vendors include all entities who, acting in a capacity other than a university student or employee, sell food to individuals on campus. For the purposes of this policy, mobile food vendors are classified in two categories – Food Trucks and Food Kiosks– each of which is subject to category-specific requirements and procedures outlined below.

**Food Trucks:** Food Trucks include mobile food vendors that operate from a motorized vehicle, or a trailer, which to be relocated must be towed behind a motorized vehicle that is equipped to cook and/or sell food. Food Trucks include two categories, those which:

1. serve campus on a regular, established schedule and at a specific location (referred to as “*Local Lunch Bites* Food Trucks”); or
2. serve special events (referred to as “Special Event Food Trucks”).

**Food Kiosks:** Food Kiosks include, but are not limited to, food stands, non-motorized food carts, and sample give-away booths. Food Kiosks do not include the following: (1) vendors who have executed a university lease or operating agreement for the location in which they are selling food; (2) student organizations that engage in catering activities for fundraising, recruitment, or informational purposes; or (3) delivery vehicles whose sole purpose is to deliver food which has been ordered, prepared and packaged off-campus. In order to qualify as a Delivery Vehicle, the vehicle must deliver food directly to individual customers in or at the designated external entrance to their residence hall room or office and may not establish any on-campus location for central food pick-up.

Mobile Food Vendors may only sell at times and at Virginia Tech Blacksburg campus locations approved by the Vice President for Administration or designee. At Satellite Campuses and Agricultural Research/Extension facilities, the

facility director and/or designee may make decisions and provide approvals regarding Mobile Food Vendors at each location. Mobile Food Vendors granted permission to sell at any university facility must do so in accordance with the requirements of this Policy, all other Virginia Tech Policies, and applicable laws and regulations.

All Special Event Food Trucks on the Blacksburg campus must have a university sponsor and obtain approval through the Student Engagement and Campus Life Event Planning Office. The Event Planning Office will coordinate any necessary additional approvals with the Vice President for Administration or designee. Recurring events in a specific location may be approved on an annual basis.

Mobile Food Vendors serving construction sites shall obtain approval of the construction contractor's site superintendent and shall remain within the project site boundaries. These mobile food vendors are exempt from this policy and can only provide services by direct invitation of the contractor.

## 2.1 University Food Truck Management

University Food Trucks are operated by Virginia Tech Dining Services (university employees) and are, therefore, exempt from other sections of this policy. The Vice President for Student Affairs, as the senior leader with oversight for Dining Services, is responsible for managing University Food Trucks in accordance with the provisions of this section and other applicable policies and procedures.

University Food Trucks may provide service in any location on the Virginia Tech Blacksburg campus, provided it does not create a health or safety risk, does not impede the flow of vehicular or pedestrian traffic, complies with Virginia Tech policies and procedures (including parking rules), and does not compete unfairly with other local businesses. University Food Truck service locations must be pre-approved by the Vice President for Administration or designee. In accordance with University Policies 3005, *University-Related Business and Commercial Activities* ([www.policies.vt.edu/3005.pdf](http://www.policies.vt.edu/3005.pdf)), and 3006, *Catering Policy* ([www.policies.vt.edu/3006.pdf](http://www.policies.vt.edu/3006.pdf)), Dining Services may not offer catering off campus unless the function is an approved university event and is to be reimbursed from university funds; nor may the auxiliary provide services to private or personal events, except when services are provided to events held in university facilities.

## 2.2 Non-University Food Truck Management & Requirements

The Vice President for Administration will appoint a (or contract with a third party to serve as the) Food Truck Manager who will ensure Food Trucks serving the Blacksburg campus satisfy Virginia Tech's Policies. All Food Trucks serving the Blacksburg campus, other than University Food Trucks, must be engaged through the Food Truck Manager.

- The Food Truck Manager will coordinate an annual review of approved Food Truck service locations on campus.
- The Food Truck Manager will oversee the selection, qualification, scheduling and management of *Local Lunch Bites* Food Trucks.
- The Student Engagement and Campus Life Event Planning Office will coordinate approval requests for Special Event Food Trucks with the Food Truck Manager.

At Satellite Campuses and Agricultural Research/Extension facilities, the facility director and/or designee, is responsible for either:

- ensuring any Food Trucks approved to serve the respective facility meet the applicable requirements of this Policy (safety, insurance, etc.), or
- coordinating appropriate reviews with the Blacksburg campus Food Truck Manager.

Food Trucks must satisfy the following requirements:

1. **Permitting:** Food Trucks other than University Food Trucks must display date, time, and location-specific documentation indicating that they are entitled to provide food services on campus. The documentation (permit) will be issued by the Food Truck Manager upon verification that the vendor meets the program requirements. The university reserves the right to limit the number of permits that are issued.
2. **Parking:** Food Trucks may park only in locations approved by Parking Services and the Virginia Tech Police Department in order to ensure that they are safe and accessible, do not block sidewalks, ADA ramps/access, fire lanes or streets, do not interfere with traffic or university operations, and are consistent with all campus parking rules, regulations, and other policies.
3. **Demonstrated compliance with laws, regulations and policies:**
  - a. Food Trucks must comply with all Federal, State and Local laws, regulations and codes, including but not limited to licensing, inspection, and permitting requirements governing the operation of a food service business.
  - b. Food Trucks must comply with University Policies, including those related to environmental health and safety, vehicle use, parking, and sustainability. See <http://www.policies.vt.edu/index.php> for full list.
  - c. With the exception of University Food Trucks, each Food Truck must carry documentation of insurance as specified by the Office of Insurance and Risk Management (for details, see the Virginia Tech Food Truck website - <http://www.vpas.vt.edu/programs/food-truck.html>).
  - d. Food Trucks must employ the highest standards for neatness, cleanliness and sanitation. See the Food Truck website (<http://www.vpas.vt.edu/programs/food-truck.html>) for specific details.
4. **Alcohol Service:** Food Trucks must comply with all Virginia laws and Virginia Tech Policies related to serving alcohol at events. See University Policy 1015 (<http://www.policies.vt.edu/1015.pdf>) for details.
5. **Other Requests:** Food Trucks must comply with all requests of the Virginia Tech Police Department or university officials related to the safety of the campus or disruption of normal operations, including requests to leave campus or to relocate.

### 2.3 Fees

An appropriate administrative fee and/or permitting fee may be required for all *Local Lunch Bites* Food Trucks. Special Event Food trucks may also be subject to the permitting fee, if required for *Local Lunch Bites* Food Trucks. These fees will be developed and/or reviewed by the Vice President for Administration in collaboration with the Office of Budget and Financial Planning and will be posted on the Food Truck website (<http://www.vpas.vt.edu/programs/food-truck.html>).

## 3 Procedures

Mobile Food Vendors desiring to sell on campus must follow the procedures below.

### 3.1 Food Kiosks

The Vice President for Administration has delegated location approvals for food kiosks to the Student Engagement and Campus Life Event Planning Office. Each university scheduling office should coordinate approval for food kiosk service in their facilities with the Student Engagement and Campus Life Event Planning Office either on an annual or as-needed basis.

Any Food Kiosk (food stands, sample give-away booths, etc.) must have a university sponsor and prior approval from the university scheduling office (refer to University Policy 5000, University Facilities Usage and Event Approval (<http://www.policies.vt.edu/index.php>) for listing) to provide services in a given location. These vendors will be considered caterers and are responsible for complying with all laws and University Policies, as well as the health

code, sanitation, and waste disposal requirements provided on the Food Truck website (<http://www.vpas.vt.edu/programs/food-truck.html>). In accordance with University Policy 3006, Catering Policy (<http://www.policies.vt.edu/3006.pdf>), these caterers must also have appropriate insurance coverages, including product liability, as required by the Office of Risk Management ([http://www.campuslife.vt.edu/assets/docs/ep\\_riskmgmtinsuranceinfo.pdf](http://www.campuslife.vt.edu/assets/docs/ep_riskmgmtinsuranceinfo.pdf)) and the Commonwealth of Virginia.

### 3.2 Local Lunch Bites Food Trucks

The Vice President for Administration or designee will determine appropriate locations and times for *Local Lunch Bites* Food Truck service. Consideration will be given to limiting external competition with Dining Services and Virginia Tech Services, Inc., unless one of those entities requests assistance in meeting demand for a given area or specific event.

An application and selection process for vendors to provide *Local Lunch Bites* Food Truck service to campus at the designated locations will be managed by the university's designated Food Truck Manager. The permits for *Local Lunch Bites* Food Trucks will be issued through this application and selection process. The university reserves the right to limit the number of permits issued and number of food trucks permitted. Interested vendors should refer to the Virginia Tech Food Truck website (<http://www.vpas.vt.edu/programs/food-truck.html>) for details.

### 3.3 Special Event Food Trucks

All requests for Special Event Food Trucks (i.e. to provide service in any location or at any time other than those approved for *Local Lunch Bites* Food Trucks) should be coordinated through the Student Engagement and Campus Life Event Planning Office, which will work with the Food Truck Manager to schedule and approve locations and issue permits. Order of preference for selection and scheduling — contingent upon each mobile food vendor being able to meet event sponsor's needs — should be: University Food Trucks, *Local Lunch Bites* Food Trucks, other mobile food vendors.

## 4 Definitions

**Food Kiosks:** include food stands, non-motorized food carts, sample give-away booths, etc.

**Food Trucks:** include Mobile Food Vendors that operate from a motorized vehicle, or a trailer which must be towed behind a motorized vehicle (aka: food trailer), that is equipped to cook and/or sell food, and which:

- (i) serve campus on a regular, established schedule and at a specific location ("*Local Lunch Bites* Food Trucks"); or
- (ii) serve special events ("*Special Event Food Trucks*"); or
- (iii) are operated by Virginia Tech Dining Services ("*University Food Trucks*").

**Mobile Food Vendors** include Food Trucks, food kiosks and individuals who, acting in a capacity other than a university student or employee, sell food on campus. Exceptions:

- (i) Mobile Food Vendors do not include vendors who have executed a university lease or operating agreement for the location in which they are selling food.
- (ii) Mobile Food Vendors do not include student organizations that engage in catering activities for fundraising, recruitment, or informational purposes.
- (iii) Mobile Food Vendors do not include delivery vehicles whose sole purpose is to deliver food which has been ordered, paid for, prepared and packaged off-Campus. In order to qualify as a Delivery Vehicle, the vehicle must deliver food directly to individual customers in or at the designated external entrance to their residence hall room or office, and may not establish any on-campus location for central food pick-up.

**Sell or Selling:** any commercial distribution of food, including selling food or giving away free samples.

**University facilities:** any location, either permanent or temporary, owned or leased by Virginia Tech, including satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations.

**University Food Trucks:** a motorized vehicle, or a trailer which must be towed behind a motorized vehicle, that is equipped to cook and/or sell food, and which is operated by Virginia Tech Dining Services.

## **5 References**

University Policy 1015, *Policy on Serving Alcohol*

<http://www.policies.vt.edu/1015.pdf>

University Policy 3005, *University-Related Business and Commercial Activities*

[www.policies.vt.edu/3005.pdf](http://www.policies.vt.edu/3005.pdf)

University Policy 3006, *Catering Policy*

<http://www.policies.vt.edu/3006.pdf>

University Policy 5000, *University Facilities Usage and Event Approval*

<http://www.policies.vt.edu/5000.pdf>

University Policy 5215, *Sales, Solicitation, and Advertising on Campus*

<http://www.policies.vt.edu/5215.pdf>

Virginia Tech Food Truck Website

<http://www.vpas.vt.edu/programs/food-truck.html>

Virginia Tech Parking [Regulations](#) and [Operations Manual](#)

<http://law.lis.virginia.gov/admincode/title8/agency105/chapter11/>

<https://www.parking.vt.edu/Docs/info/ParkingOperationalManual.pdf>

## **6 Approval and Revisions**

Approved January 23, 2017 by Sherwood G. Wilson, Vice President for Administration.