



Events Planning & Catering

UNIVERSITY OF COLORADO **BOULDER**

Procedures for Securing Space and University Approvals for Food Trucks on South and East Campus

Third-party food carts/trucks are not permitted on main campus.

Third-party food carts/trucks on East and South campuses are permitted only in outdoor spaces and must complete the reservation process through CU Events Planning & Catering. The third-party food carts/trucks must be invited and sponsored by a university department.

Food trucks should contact CU Events Planning & Catering by calling 303-492-8833 or email cueventsplanning@colorado.edu at least 15 business days prior to targeted date in order to complete required paperwork. In order to initiate the process, the event planner will send the vendor contact information for the Office of Risk Management. In order to do business on the CU campus, information and documentation must be provided by the vendor to Risk Management in order to get on the established approved food truck vendor list maintained by Risk Management. Once documentation has been reviewed and approved by Risk Management, the event planner will be notified to initiate the Event Management Form (EMF).

An EMF will need to be completed by the sponsoring university department and sent via DocuSign to university stakeholders for approval.

Once the EMF has been signed by the event planner, the event planner will create a “tentative reservation” for the specific date. The “tentative” reservation converts to a “confirmed” reservation once the EMF has been completed and signed by all university stakeholders.

The daily rate for a food truck to be present on east or south campus is \$50.00. Payment is due via credit card at least three business days prior to the reservation date. This rate does not include fees for the use of the parking spaces for the cart/truck.

Please be aware that parking is limited on campus and parking spaces are sold to the food truck vendors on an availability basis. The food vendor will be responsible for a minimum of two spaces and any equipment placement to ensure the reserved space.

Once a tentative reservation has been created, the event planner will provide the vendor with contact information for Parking and Transportation Services. The vendor must contact Parking and Transportation Services to purchase parking spaces for a specific date. Parking staff will advise the vendor on availability and accessibility with regard to orientation and queuing, pricing, number of spots required and locations on campus. Tarps and/or grease boards must be supplied and placed under the food trucks.

All trash generated by food production must be collected and removed by the food truck vendor.

Third-party food carts/trucks must comply with all applicable provisions of the agreement between Pepsi Bottling Group and the university dated July 14, 2010, and any successor agreement providing exclusive rights for beverage distribution.

Sale of alcoholic beverages on university property is prohibited.

Third-party food carts/trucks should make reasonable efforts to abide by the campus’ sustainability operating standards and the campus Fair Food guidelines. Compostable products are heavily encouraged. Third-party food carts/trucks should provide and post a copy of their operating permit, and the carts/trucks may be inspected by the Boulder County Health Department as necessary.

Review the [University Policy on Third-party Food Service Providers](#).