



## Policies & Requirements for Food Trucks Operating on UW Tacoma Campus

### General

- Food Trucks must comply with all federal, state and local laws, regulations and codes, including vehicle codes. They must also comply with University policies.
- Food Trucks must comply with all requests of the University of Washington Tacoma Campus Safety & Security team or University officials related to the safety of the Campus or the proper functioning of the University, including requests to leave Campus or relocate.
- Truck and all equipment must be in good working condition and free of drips and leaks.
- The University of Washington Tacoma assumes no responsibility for items, personal or organizational, left unattended.

### Parking & Set-Up

- Food Trucks may park only in pre-approved locations that are safe and accessible; do not block sidewalks, fire lanes, or streets; do not interfere with traffic or University activities; and are consistent with all campus parking rules and regulations and other University policies. Food Trucks are never allowed on the grass.
- Plywood must be placed under all food trucks to catch grease drips. Facilities can provide plywood, if needed.
- Food Trucks must comply with all UW Tacoma requirements which apply to the use of portable generators. Generators must be quiet and no generators may be placed on the ground. Food Trucks may not refuel trucks or generators on Campus property.
- The name, address, and telephone number of the owner, operator, and/or business should be clearly displayed on the Food Truck.
- Food Trucks may be allowed one (1) pop up tent per Food Truck, which must be weighted down; Staking into the ground is prohibited. Tents and any additional tables or chairs require prior approval through space reservation in 25Live. All placement of pop-up tents and seating will be dependent on the weather.

### Operation & Services

- A menu with pricing shall be clearly displayed.
- No music or amplified sound may emit from Food Trucks or outside the Food Trucks unless approved as part of event planning.
- No food or beverages in glass bottles or other glass containers may be sold or be given away by Food Trucks.
- All soda/pop, juice, water, sports drinks, and other packaged liquids sold or given away shall be **Pepsi-Cola branded products.**
- Alcohol Service: Food Trucks may not manufacture, distribute, dispense, possess, use, or sell alcoholic beverages on University property.
- It is primarily the Food Truck's responsibility to ensure the space is returned reasonably clean and as close to possible to the original condition they found it. If spaces are left unreasonably dirty, a cleanup charge may be assessed to the host department. If there is a repeat problem with a vendor, they may not be allowed to return to campus.

**Safety and Waste Management Requirements:**

- Food Truck must comply with and/or exceed applicable health codes and the highest standards for best practices for neatness, cleanliness, and sanitation.
- Food Truck must carry and display
  - a valid Tacoma Pierce County Health Department permit.
  - approval sticker from WA L&I
  - [UW EH&S Temporary Food Establishment Permit](#)
- Safety equipment required onboard:
  - An approved fire extinguisher
  - first aid kit
  - spill kit
- All Food Trucks must remove all garbage and recyclables at the end of each shift. No litter or waste may be disposed of on Campus, even if trash bins are available.
- Food Trucks must prevent the disposal of any materials, including rinse or wash waters, any spilled materials or any waste into streets, gutters, storm drains, stormwater treatment/conveyance infrastructure, or creeks.
- No vehicle or equipment cleaning is to be performed on Campus.

**Sustainability**

**Food Trucks must adhere to UW's Sustainability on Campus Mission and Vision.**

- Each Food Truck must manage waste disposal in compliance with University of Washington policies.
- No expanded polystyrene/styrofoam is permitted to be used on Campus.
- Eliminate or significantly minimize use of plastic bags.
- Recycle in compliance with all City and State Laws.

**Insurance**

The following insurance is required for Food Trucks unless otherwise approved by Risk Management:

- Shall obtain and maintain a policy or policies of general liability insurance in the State of Washington providing coverage for personal injury and property damage. Such general liability insurance shall have a limit of not less than \$1,000,000 per occurrence with a \$3,000,000 aggregate limit for personal injuries, death, or property damage suffered by any person or persons arising out of the use of the Facilities or the services provided with such use. Licensee shall name the Board of Regents of the University of Washington as an additional insured. Licensee shall provide the University with proof of insurance coverage, in the form of a certificate of insurance, not less than ten (10) business days in advance of the Event. Failure to obtain a certificate of insurance does not constitute a waiver of such insurance requirements by the University.
- The Food Truck's insurance shall be primary coverage, UW Tacoma insurance or self-insurance shall be excess and noncontributory.

Prior to selling on Campus, Food Trucks shall furnish the University's Office of Events & Conference Services the insurance documents for all required insurance.