



## Administrative Policies and Procedures

Office of the Executive Vice President for Administration

Policy Title      Auraria Campus Mobile Food Truck Policy

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In the interest of maintaining a variety of quality food options in a safe environment, Auraria Higher Education Center (AHEC), will provide oversight and management of the mobile food truck program. The Auraria Campus has over 2,111,100 gross square feet of space on 126 acres serving 50,000 student, staff and faculty from three higher education institutions, Community College of Denver, Metropolitan State University of Denver, and University of Colorado Denver. The campus operates seven days a week, with over 200 courses which are held from 7:00am to 10:00pm Monday through Thursday, and 8:00am – 6:00pm Friday through Sunday.

1. All Food Trucks are required to provide Commercial General Liability, Worker's Compensation Liability, and Automobile Liability Insurance coverage and limits as specified by AHEC including an additional endorsement that names AHEC as an additional insured party. See Exhibit A for specifics of the State of Colorado Insurance Requirements. Acceptance process will take 5-10 business days upon submission of all the appropriate documents.
2. All Food Trucks are to maintain a current Certificate of Insurance (COI). Any and all Food Trucks with expired or lack of insurance coverage as noted in Exhibit A shall be deemed non-eligible to participate in the Food Truck program until a current and accepted COI is received.
3. A maximum of four (4) food vendor locations have been designated at the Lawrence Way turnaround between St. Cajetan's Center and the King Center. See Exhibit B for the map of the exact location.
4. Food Trucks are limited on campus one day a week, which has been designated as Mondays from 11:00am to 3:00pm, unless invited as part of a larger event. See Exhibit C for a list of our larger annual events.
5. The daily fee for participation will be a flat fee of \$100, which must be paid to AHEC, in advance, at least one (1) week prior to the food truck vendor's scheduled Monday. This fee is refundable as a credit only with 72-hours advance notice.
6. Trucks may book only 2 visits per month.
7. If a Food Truck is unable to attend, they must contact Student Facilities Services at least 24 hours in advance and then arrange for an acceptable food truck vendor replacement.
8. Food Trucks may register for as many days within a given semester.
9. AHEC reserves the right to select variety of Food Trucks with different menu options on a given Monday.
10. All Food Trucks must adhere to AHEC's sustainability guidelines on campus. See Exhibit D for specific requirements.
11. All Food Trucks must arrive 1 hour before service starts to prep and have equipment hot. All Food Trucks must be self contained, no electricity will be provided.

12. All Food Trucks must have their serving windows open and ready to serve by 11:00am.
13. All Food Trucks must be fully prepared and stocked to feed the campus for 4 hours.
14. All Food Trucks must be staffed properly, one staff per truck will not be sufficient.
15. All Food Trucks must take credit card payments.
16. All Food Trucks are requested to mark gluten free products on their menus so patrons are aware of such menu items.
17. No music may be played by the Food Trucks unless approved by the Director of Student Facilities in advance.
18. Food Trucks must prevent the disposal of any materials, including rinse or wash water, any spilled materials or any waste, into streets, gutters, storm drains, or creeks.
19. Any Food Truck that is late 2 times will not be invited back.

Violation of any of the above policies will result in loss of participation from the Auraria Campus Mobile Food Truck program.

Exceptions to this policy may only be considered by the Director of Student Facilities Services. At all times, the Director of Student Facilities Services has the authority and responsibility to relocate vendors to ensure safe ingress and egress to the campus.

For questions on this policy please contact Donovan Dowling, Tenant Relations Coordinator, by email at [donovan.dowling@ahec.edu](mailto:donovan.dowling@ahec.edu) or phone at 303-556-8078.

This policy will be reviewed on an annual basis by the Policy Development and Shared Operations Committee (PODSOC).