

University regulations permit food trucks to be contracted by University departments or organizations, under the approved caterers process <https://procurement.siu.edu/how-to/appcaterers.php>. Vendors must be approved by Procurement Services, and contracting units must follow all campus purchasing guidelines.

This form is for specific situations (including events sponsored by non-campus entities, or when food trucks are invited to campus by SIU departments to conduct individual sales) which may also be permitted, with approvals. Where permitted under campus policy, food trucks on University premises shall be considered a privilege and may be allowed only if consistent with state laws and university policies, rules, and regulations, and only when it will not interfere with the decorum and academic atmosphere of the campus.

THIS FORM MUST BE SUBMITTED AT LEAST TEN DAYS PRIOR TO THE DATE OF THE PROPOSED EVENT FOR SUFFICIENT TIME OF ALL REQUIRED APPROVALS.

Date of request: _____ Name of Event: _____

Name of unit or group sponsoring the event: _____

Date of event: _____ Start time of event: _____ End time of event: _____

Food service / sales (start time to end time): _____

Facility/Venue: _____ Specific location: _____

Food trucks may not park on grass, and may not block the flow of traffic on sidewalks or streets. Please be as specific as possible when describing location, including directions. Attach map or diagram, if able.

Estimated total attendance: _____

Description of the event, its purpose or for whom it is intended (faculty/staff, students, community).

Specify if the event is cultural, educational, entertainment, athletic, and/or social in nature.

This request is for: Individual food sales Contracted sales with an organization (single payer)

If paid by SIU: Non-state University account SIU Foundation account Personal funds Other: _____

Type of food to be served: _____

Vendors and/or sponsoring organizations are responsible for all set up, clean up, and utilities associated with the event. Some labor may be required to be performed by campus staff. For Special Event assistance, please contact the Grounds department of Facilities and Energy Management. More information can be found at <https://facilities.siu.edu/grounds/special-events/>.

Needs to consider when planning your event:

- Trash and/or recycling receptacles
- Electricity (**Not available in most locations, unless expressly requested in advance. Contact FEM or facility for details if needed.**)
- Water (Again, contact FEM/facility if needed.)
- Hand washing and other sanitation
- Tables and chairs
- Alternatives for inclement weather

Will the event comply with all requirements of the Fund-raising, Canvassing, Soliciting, Vending, and Allied Advertising Policy for Southern Illinois University Carbondale <https://policies.siu.edu/other-policies/chapter6/fundraising.php>?

Yes No

Is/Are the vendor(s) on the SIU Carbondale Approved Caterers list <https://procurement.siu.edu/how-to/appcaterers.php> or, have they submitted all paperwork to be approved for catering on campus?

Yes No

Catering approval requires a vendor to have the following on file with Procurement Services:

1. Current Certificate of Insurance, in accordance with university minimum requirements
2. Current/Valid Health Department Certificate/Permit that includes county of event venue
3. Approved Catering Contract

Vendor(s)

All undersigned fully understand and agree to comply with the Fund-raising, Canvassing, Soliciting, Vending, and Allied Advertising Policy for Southern Illinois University Carbondale, catering guidelines set forth by Procurement Services, and any other applicable policies, guidelines, applicable health codes, and laws.

Person requesting approval: _____
(Type or print name) (Signature)

Title: _____ Sponsoring Unit: _____

Email Address: _____ Phone: _____

Dept. Head/Dean/Director: _____ Date: _____
(Print name) (Signature)

Host Facility Director: _____ Date: _____
(location of event) (Print name) (Signature)

Procurement Services: _____ Date: _____
(Print name) (Signature)

Office Approval: Approved Not Approved _____ Date: _____
(Signature)

For office approval:

Student Groups or Student-related Activities submit to: Student Center, Mail Code 4407, Email: scenter@siu.edu

All others submit to: Vice Chancellor for Administration and Finance, Mail Code 4315, Email: ycaf@siu.edu

Southern Illinois University Carbondale is dedicated to ensuring a safe and enjoyable campus and reserves the right to withhold approval of food trucks from any event at any time and for any reason deemed appropriate. Please refer to the Fund-raising, Canvassing, Soliciting, Vending, and Allied Advertising Policy for Southern Illinois University Carbondale at <https://policies.siu.edu/other-policies/chapter6/fundraising.php>.