

Food Truck Request Process for FIU Departments and Guests

- Requestor completes the **FOOD TRUCK REQUEST Form** (<https://webforms.fiu.edu/view.php?id=3646773>) which will be routed to Dining Services as a notification for approval. All Food Truck activities on FIU campus whether being conducted as a give-away of food via truck, catering via truck or sales via truck are required to go through Dining Services for approval. A Request is NOT an Approval for Trucks to operate.
- Dining Services will review the information and communicate decision results to the requestor via email.

APPROVALS – REQUESTOR BOOKS THE TRUCK(S)

- **STEP 1:** Upon TEMPORARY APPROVAL, the Requestor may visit the shopFIU website to obtain the booking instructions and the current year FIU Food Truck Pool of options. The Requestor contacts a truck(s) from the FIU Food Truck Pool or contacts the Central Reservations Office (CRO) to assist with their overall event planning including Food Truck coordination.
- **STEP 2:** The Requestor will share the Food Truck Request Form with the food truck contact and/or CRO, as all the information needed to coordinate is there in writing. Collectively review the document with the food truck and coordinate other logistical activities for the event.
- **STEP 3:** Upon receiving confirmation from the truck(s), Requestor will complete the **Confirmation Food Truck Form** (<https://webforms.fiu.edu/view.php?id=3779925>) which will notify Dining Services, Business Services, EHS Fire and Safety Officers, and FIU Police of the event. If CRO is used to coordinate the event, this step can be omitted (CRO already has this notification process built into their system).
- **STEP 4:** Requestor will receive notification from Dining Services of FINAL APPROVAL following the completion of the Confirmation Food Truck Form.
- **STEP 5:** The Requestor will follow-up with the confirmed food truck(s) a few days prior to event to coordinate and review the logistics, parking location of truck and expectations for their event.

UPON EVENT COMPLETION:

- Please utilize the **Food Truck Feedback Form** (<https://webforms.fiu.edu/view.php?id=4810116>) to provide feedback on your experience with the Food Truck at your event.

NOTE: For large events with 5 or more trucks, it is highly recommended that CRO services are utilized for logistical and compliance purposes, and to ensure that your event is well planned to result in a great experience for your guests. Dining Services may also be available to assist with coordination on a case-by-case basis.

The FIU Food Truck Pool is the authorized list of trucks who are allowed to operate on campus through Dining Services for the academic year. Additional trucks will only be entertained for extenuating circumstances, on a case-by-case basis. If an exception is made and an alternate truck is approved to operate, there will be associated fees that will be assessed to be paid prior to the event for retailing and for truck inspection.