**Student Organization Event Application — Food Truck**

This process is designed to allow student organizations to incorporate food truck services into their events. This process is not for events that are a part of community weekends or for events where a food truck is being used as a caterer (where food is provided free to guests and not sold to individual participants). There will be two application deadlines per year:

Application Due August 10: *Groups will hear back by August 21.*

Application Due January 15 : *Groups will hear back by January 31.*

This application must be approved before registering an event on the CCC.

Instructions

This application is due by **midnight on August 10th for fall semester events and January 15th for spring semester events.** It will be reviewed by a small committee of representatives including WCSA, Facilities, Dining Services, Sanitarian’s Office, and Student Government. When filling out the application, please keep in mind some of the following rules:

1. There are limited times for student organizations to hold events with food trucks. The stronger your application, the more likely we’ll be able to support your event. We’ll be looking for a number of things including extent of planning, expected attendance and audience, collaboration, and focus of event.
2. The groups must have a plan to cover associated costs which include, but are not limited to:
	1. $30 permit fee per event
	2. up to $150 for facility services
	3. additional event costs
3. Events with Food Trucks may not happen between Meliora Weekend and Spring Break due to weather concerns and timing.
4. Requested food trucks must be from the authorized list provided by the committee.
5. The student organization’s primary advisor on CCC (or adviser’s designee) MUST be present before, during, and after the event to supervise.
6. Food Trucks may only be placed in approved locations. They may NOT be located in fire lanes, on pavers, behind the Sage Art Center, or on the Eastman Quad.

After your event is approved to have a food truck:

* You must register your event on the CCC
* You must fill out a “temporary food event form” through the Sanitarian’s Office

Questions

Please type out your answers and submit them in a separate document to wcsa@rochester.edu by the deadlines listed above. Please make sure to connect with your primary advisor on CCC before your application is submitted. All applications will be reviewed by advisors for additional comments before the applications are sent to the committee for review.

* Who is the sponsoring group?
* Are there any cosponsors?
* Who is your primary advisor on CCC?
* When is your event?
* What is your anticipated attendance?
* Where are you hosting it?
* Has this event been hosted before without food trucks?
* What is the purpose of your event and why would it be enhanced by food trucks?
* How many food trucks would you like at your event? Which ones? Please list them and note whether you have had any contact with them about your event.
* How are you covering the costs associated with this event?
* Where is your proposed event location? Where would you like to propose the food trucks be placed? Do you have an alternative location?
* Is there anything else you’d like the committee to know about your event?

Please contact your advisor with any questions!