POLICY STATEMENT

In the interest of maintaining a variety of quality food options in a safe environment, the 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 150 acres serving approximately 43,000 students, 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 held Monday through Thursday, 7:00 a.m. to 10:00 p.m. and Friday through Sunday, 8:00 a.m. - 6:00 p.m.

1. Per the State of Colorado Insurance Requirements 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. The acceptance process takes five to ten business days upon submission of all the appropriate documents.

2. All food trucks are required to maintain a current Certificate of Insurance (COI). Any and all food trucks without insurance coverage or with expired insurance coverage, as noted in State of Colorado Insurance Requirements, 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 and the King Center. See the campus food truck map for the exact location.

4. Food truck access on campus is limited to one day a week, which has been designated as Mondays from 11:00 a.m. to 3:00 p.m., unless invited as part of a larger campus event.

5. The daily fee for participation will be a flat fee of $75, 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 of cancellation.

6. 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.

7. Food trucks may book only two (2) visits per month.

8. Food trucks may register for as many days within a given semester.

9. AHEC reserves the right to select a variety of food trucks with different menu options for any given Monday.

10. All food trucks must adhere to AHEC’s campus sustainability guidelines.

11. All food trucks must arrive one (1) hour before service is open to the campus. 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 11:00 a.m.
13. All food trucks must be fully prepared and stocked to feed the campus for four (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 that patrons are aware of such menu items.
17. The food trucks may not play music unless approved by the director of Student Facilities Services 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 on campus.
19. Any food truck that is late two (2) times will not be invited back.

Violation of any of the above policies will result in the loss of participation in 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 Jackee Leonard, Tenant Relations Coordinator, by email at Jackee.Leonard@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).

Attachments

State of Colorado Insurance Requirements
Campus Food Truck Map
Additional Campus Events Where Food Trucks May Be Present Auraria Sustainable Food Truck Guidelines