

WPI Conference & Events Office Food Truck (SOP)

Purpose

To establish guidelines for the planning and management of food truck events at WPI, ensuring compliance with safety regulations, logistical considerations, and proper coordination with relevant departments.

Scope

This SOP applies to all events on campus that include food trucks and outlines the procedures for securing food truck services, preferred locations, and necessary approvals.

Definitions

Food Truck: A mobile food service unit that prepares and serves food from a vehicle.

External Service Provider Form: A document required for food trucks to operate on campus, ensuring compliance with university policies and regulations.

Procedure

The Quad is the preferred location for food truck events on campus.

Food trucks must be part of a reservation with the Events Office. Planning should be finalized at least 2 weeks prior to the reserved date.

Parking Requirements

Food trucks are to be parked on pavement or hard surfaces and must not impede access to roads, sidewalks, or parking areas.

Food trucks must maintain a distance of at least 10 feet from buildings, in compliance with NFPA 58-2011.

Distance between trucks:

Coordination with Chartwells

In coordination with your Event Planner, food trucks require a signed External Service Provider Form with Chartwells.

Chartwells should have the opportunity to provide similar food options that are requested from food trucks. For example, if tacos are requested, they should be ordered through Chartwells instead of using a taco food truck.

Campus Police Coordination

The Events Office will collaborate with Campus Police to determine if a police detail is needed based on the size of the event and to ensure that emergency access is maintained.

Considerations

Additional Locations: Consider using alternative locations for food trucks, such as the Higgins House Lot, taking into account barricades and the capacity of trucks.

Generator or Electricity Needs: Consider noise implications and the necessity for generators or electricity.

Access Route: Plan the access route for food trucks and consider the timing of the event.

Queue Management: Ensure there are strategies in place for managing lines at food trucks.

Cost Management: Explore partnerships with Chartwells to minimize costs for WPI.

Catering Options: Food can also be provided for your event through CaterTrax. Chartwells is happy to supply food for events; please contact them via email.

Responsibilities

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Event Planners: Responsible for coordinating with food trucks, Chartwells, and Campus Police, ensuring all guidelines are followed.

Campus Police: Responsible for assessing the need for police detail and ensuring safety measures are in place during events.

This SOP ensures that food truck events at WPI are well-organized and compliant with university policies while providing opportunities for student and community engagement.