

Mobile Food Operators Policy

BU Dining is pleased to announce limited use of mobile food operators for approved events on the Charles River Campus (CRC), and Fenway campuses. The information and requirements are designed to assist mobile food operators, who desire to do business with BU Dining, on the process and procedures necessary for approval and a successful event.

Supplier Inclusion: *Boston University actively engages with suppliers who are certified as minority-owned, women-owned, small or local businesses. As a mobile food operator, if your business qualifies as a member of one of these groups, please be sure to let us know.*

Definition of Mobile Food Operator

Boston University defines mobile food operators in two categories:

- **Food Truck**
 - Food prepared or served from a mobile vehicle that is licensed or approved by the City of Boston or Town of Brookline, self-driven or towed behind a motorized vehicle.
- **Food Stall**
 - Free standing, non-motorized carts, free food sampling booths, or tables where food is served that is licensed or approved by the City of Boston or Town of Brookline.
 - Specifically EXCLUDED from this policy are:
 - Vendors who have contractual relationships with BU to lease or operate a location(s) where they are providing food.
 - Student organizations that are engaged in fundraising, recruitment, or informational activities.
 - Delivery vehicles whose sole purpose is to deliver food that has been ordered by a BU authorized entity.

Approval Process & Requirements

Mobile food operators are permitted on the CRC or Fenway campus only upon receipt of written approval from BU Dining Services. The arrangements or approval cannot be made by or through student groups or BU Departments. BU Dining Services will only provide written approval with the specific date and time – rain dates or rescheduled service dates must be approved by BU Dining Services in advance. Mobile Food Operators are required to complete an application packet and submit the documents to BU Dining Service before they can request approval to operate on the BU campuses. Upon approval mobile food operators will be issued a vendor permit that is to be displayed when operating on campus.

Applications to be considered as an approved Mobile Food Operator are available here [\[Insert application link\]](#).

Insurance Requirements

As a part of the process, all mobile food operators must demonstrate that they have the **Required Minimum Insurance** as listed below:

1. **Workers Compensation** – as required by law
2. **General Liability** - \$1,000,000
3. **Automobile Liability** - \$1,000,000 Combined Single Limit Each Occurrence
4. **Umbrella/Excess Liability** – provided as follow form of the underlying
 - \$1,000,000 Each Occurrence Excess of Underlying

Note: Required Minimum Insurance for items 2 (General Liability), 3 (Automotive Liability), and 4 (Umbrella / Excess Liability) shall name:

Trustees of Boston University
1 Silber Way,
Boston MA 02155

As additional insureds, as provided for in ISO form CG 20 10 10 01 and CG 20 37 10 01 or their equivalent (ATIMA). Prior to commencement of services, mobile food operators shall deliver *Certificates of Insurance* to BU Dining.

Valid Permits and Licenses

All mobile food operators must demonstrate that they have valid permits and licenses from the city where their business is permanently located **and** be approved by the City of Boston or Town of Brookline, [including](#):

- Health Permit
- Open Burning/Cooking Fire Permit
 - Unless using an in-line generator to cook the food
- Business Certificate
- GPS Navigation Contract (Boston only)
- Hawker/Peddler License (at least one)
- Commissary Kitchen Agreement (copy)
- Site Licensing Materials

Upon request by any BU Official, the mobile food operator must produce these documents or risk being escorted off campus.

For student groups

Student groups may request a Food Truck Operator for a student event using [Engage](#) . At no time will alcoholic beverages be served at student events. All requests must be received at least two weeks prior to the event. Requests not received two weeks prior will not be approved or scheduled. Food Trucks can only be secured through BU Catering from preferred food truck vendors.

If approved, Food Trucks can be booked only for outdoor events at these locations:

- a. Fox Fountain
- b. BU Beach
- c. Towers Lawn
- d. Law School Courtyard
- e. COM Lawn
- f. Nickerson Field Grotto
- g. Any other location which can be reserved that offers off-street parking (lot next to SHA where the school sometimes holds events).

General Guidelines

Billing will be handled through the ISR system. Mobile Food Operator bookings are non-refundable. We will do our best to assist all groups in rescheduling, if possible, but all fees incurred will be charged to the student group. No alcohol may be served by food truck vendors unless approved in advance by BU Catering. No music or amplified sound is permitted unless authorized by BU Catering.

Zero Waste Initiative

Mobile Food Operators must support BU Zero Waste initiative to the extent possible and practical:

- h. All vendor trash must be removed from campus by the vendor
- i. Compostable packing including containers and flatware is strongly recommended – food truck operators who provide a sustainable zero waste platform (defined as diverting 90% of all waste from landfills and incinerators) will be viewed favorably.