

Food Truck Request Check List

- **Notification of Event:**
 - Use Events Request Button on OUHSC Office of Enterprise Risk Management webpage (<https://risk.ouhsc.edu/HSC-Special-Events>)
 - **Minimum of 30 days** advanced notice is strongly recommended. Failure to do so may not allow adequate time to complete this checklist and all requirements listed below and could result in your event being canceled or forced to reschedule.
 - Must follow OUHSC Food Truck Guidelines established by the University's Fire Code Official
 - Guidelines can be found at <https://risk.ouhsc.edu/HSC-Special-Events>
 - In accordance with these guidelines, all Food Truck vendors must maintain and provide proof of General Liability Insurance with minimum insurance limits of \$1 million per occurrence/aggregate and Auto Liability Insurance with minimum insurance requirements of \$1 million combined single limit.
 - Event Coordinator must submit to HSC ERM the Certificates of Insurance (COI) from the vendor(s)
- **Parking:**
 - If Food Truck(s) will be parked on University owned or maintained property, Event Coordinator must work with OUHSC's Parking and Transportation to determine parking location availability and cost
 - Contact:
 - Brian Wilburn (405-271-3685, Brian-Wilburn@ouhsc.edu)
 - Doug Myers (405-271-3685, Douglas-Myers@ouhsc.edu)
 - If Food Truck(s) will be parked on a city street, complete The City of Oklahoma City's Block Party Application
 - See link for application procedure and other required forms: <https://www.okc.gov/Home/ShowDocument?id=2944>
 - Application Deadline is 30 days prior to event
 - Vendor List Deadline is 10 days prior to event
- **OUHSC Campus Police:**
 - Notification to the OUHSC PD is required
 - Contact Deputy Chief Terry Schofield (405-271-6463, Terry-Schofield@ouhsc.edu)
 - Contact Captain Dalton Jackson (405-271-6963, Dalton-Jackson@ouhsc.edu)
- **Food Truck Inspections:**
 - Once approval has been granted, coordinate inspection of all Food Trucks with the OUHSC Fire Code Official, Lee Noll (405-271-5522 x47427, Lee-Noll@ouhsc.edu)
- **Post-Event Notification:**
 - Report to ERM an update on how the event turned out, especially if any incidents or injuries occurred.

****Please sign and return the Acknowledgement Form on Page 2 within 7 days of receiving this checklist.****

Acknowledgement Form

I have read and acknowledge the above Requirements and agree to abide by all Requirements. I understand that it is my responsibility to gather the requested and required information and to submit all information to the Office of Enterprise Risk Management (ERM) at least one week out from the scheduled event date. Failure to do so may result in this event being cancelled or rescheduled.

Event Coordinator Signature:

Date:

Event Coordinator Printed Name:

Event Coordinator Email:

Event Coordinator Phone Number: