

## Food Truck Request Check List

- **Notification of Event:**
  - **Minimum of 2 months'** 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.
  - Contact the OUHSC ERM Office at 405-271-3287 or [risk-management@ouhsc.edu](mailto:risk-management@ouhsc.edu) and provide the following information:
    - Department requesting the Food Truck
    - Event Coordinator contact information
    - Proposed date(s) and time
    - Location
    - Open to public or only to designated group of individuals
    - Number of Food Trucks
  - Must follow OUHSC Food Truck Guidelines established by the University's Fire Code Official
    - Guidelines can be found at <https://risk.ouhsc.edu/Policies-and-Forms/Forms>
    - 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](mailto:Brian-Wilburn@ouhsc.edu))
      - Doug Myers (405-271-3685, [Douglas-Myers@ouhsc.edu](mailto: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:**
  - If this is an on-campus event and will take place after normal business hours or on the weekend, notification to the OUHSC PD is required
    - Contact Deputy Chief Terry Schofield (405-271-6463, [Terry-Schofield@ouhsc.edu](mailto:Terry-Schofield@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](mailto:Lee-Noll@ouhsc.edu))
- **COVID-19 Precautions:**
  - Individuals attending the event should comply with current OUHSC response plan. <https://www.ouhsc.edu/coronavirus>
- **Post-Event Notification:**
  - Report to ERM an update on how the event turned out and especially if any incidents or injuries occurred.