Food Truck Guidelines at SFU Burnaby
The goals of the SFU food truck program:
- To offer the campus community a variety of unique food offerings provided by local vendors using local and sustainable products whenever possible
- To offer engagement opportunities for students, faculty, and staff
- To enhance the customer dining experience while being mindful of other campus merchants, existing vendor agreements, and the schedule of campus events

SFU Dining Services will approve and coordinate all food truck events on Burnaby campus which includes:
- Sourcing suitable food trucks and managing the schedule of food trucks
- Booking the food truck parking, set up and seating space through SFU MECS
- Having SFU MECS arrange for tables, chairs and waste, compost and recycling containers
- Setting up tents on rainy days (as required)
- Arranging clean up at the conclusion of the event
- Arranging the parking lot closure through SFU Parking Services
- Ensuring vendors follow the SFU Vendor & Catering Food Packaging Standards Guidelines (environmentally friendly packaging with no styrofoam)
- Monitoring vendor arrival, clean up, noise, etc.
- Ensuring truck operators do not charge extra fees for debit and credit transactions
- Collecting commissions from food truck vendors (as required)
- Approving marketing, signage and placement as it relates to food trucks.

Food Truck operators must:
- Provide valid Burnaby operating and health permits
- Provide proof of liability insurance coverage with a minimum limit of $2,000,000 for Public Liability and Property Damage. “Chartwells” and “SFU” should both be named as Additional Insureds

Student clubs can request food trucks through the SFSS main office to compliment club events, but approvals and coordination will be done through Dining Services. Events should preferably tie in with the Dining Services “Street Eat Thursday” food program, but exceptions for special events will be considered. Specific truck vendors can be suggested, but Dining services will evaluate and will have the final decision of whether a truck can come to campus, based on the criteria listed above.

Mark McLaughlin
Executive Director, SFU Ancillary Services

DATE: April 3/15

Pat Hibbitts
SFU Vice-President Finance & Administration

DATE: Apr 23/14

November 15, 2014.