



**Title:** Catering Services and Food Trucks on Campus Policy  
**Effective Date:** November 1, 2022  
**Issuing Authority:** Senior Vice President for Administration and Finance  
**Policy Contact:** Associate Vice President for Auxiliary Services  
[AuxServ@mercer.edu](mailto:AuxServ@mercer.edu), 478-301-2741

## Purpose

The purpose of this policy is to provide guidelines for times when departments or organizations choose to utilize another catering service or mobile food dispensing vehicle (food truck) other than the primary food service provider. The goal is to reduce the risk of foodborne illness from meals that are improperly prepared, maintained, or served.

## Scope

This policy applies to all students, employees, and guests at Mercer University.

## Exclusions

None

## Definitions

As used in this policy, the following term(s) have the meaning specified below:

**Business License:** license provided by the state of Georgia Department of Public Health and hold a Business and Professional license indicating that the vendor is approved to operate a food truck –Food Service Catering operation in the state of Georgia.

**Mobile Food Dispensing Vehicle (Food Truck):** vehicle-mounted public food service establishments. Some MFDVs are self-propelled and built to travel on public streets. Other MFDVs are not self-propelled but can be moved from place to place.

**Primary Food Service Provider:** the company/companies who have contracted with the University to provide cafeteria and catering services.

## Policy Statement

The University contracts with a primary food service provider that is also the preferred catering partner. If it is determined the primary food service provider is unable to meet the requirements or waives their right for exclusive service as provided for in their contract with Mercer University, University departments/organizations may request permission to use

another licensed caterer/food truck for special events. The request must be approved by Auxiliary Services or University Administration.

1. Vendors must be located on Mercer University property, not on public streets, in a location provided by Facilities and Mercer Police.
2. Coca-Cola <sup>™</sup> and their entire family of beverages are the exclusive pourer on all University property. Organizations or their contracted catering provider may not serve any competitors' brands.
3. Groups working with external caterers or local take-out restaurants are responsible for ensuring that all food preparation safety standards are followed.
4. Groups are also responsible for all cleanup and trash/recycling removal. Any charges for excess clean-up or facility damage (stains, broken equipment, etc.) are the financial responsibility of the organization sponsoring the event.
5. Caterers/food trucks on campus must be completely self-contained and require no use of electric, water, or other utilities or facilities belonging to Mercer University.
6. The caterer/food truck operator shall:
  - Be licensed to operate a catering or mobile food dispensing vehicle in the state of Georgia.
  - Submit a copy of the state license to the Auxiliary Services Office.
  - Provide a copy of the most recent inspection(s).
7. The caterer/food truck operator shall provide proof of insurance as follows:
  - a. **Commercial General Liability**  
Minimum Limits of Liability:  
\$1,000,000 per Occurrence  
\$3,000,000 General Aggregate  
\$1,000,000 Products – Completed Operations Aggregate  
The Corporation of Mercer University MUST be listed as the Certificate Holder.
  - b. **Commercial Automobile Liability**  
Minimum Limits of Liability:  
\$100,000 Combined Single Limit or  
\$100,000 Bodily Injury per person, \$100,000 Bodily Injury per Accident, and \$100,000 for Property Damage  
Coverage must be provided for all owned, hired, and non-owned automobiles/vehicles used in connection with your work.  
The Corporation of Mercer University MUST be listed as the Certificate Holder.

**c. Worker's Compensation and Employer's Liability or Copy of Exemption Certificate**

Minimum Limits of Liability:

Statutory Workers Compensation

\$100,000 Employer's Liability – Each Accident

\$100,000 Employer's Liability – Each Employee

\$500,000 Employer's Liability – Policy Limit

The Corporation of Mercer University MUST be listed as the Certificate Holder.

8. The caterer/food truck vendor shall adhere to the commission structure which is 15% of all sales paid to Mercer University Auxiliary Services.

## **Additional Resources**

### **Procedures**

1. The department/organization schedules the event through the appropriate scheduling office.
2. The department/organization contacts the primary food service provider for a quote or consultation for the event.
3. If the department/organization determines that the primary food service provider will not be utilized for the upcoming event, the department/organization will then contact the caterer/food truck operator and complete the Catering/Food Truck Request Form.
4. The [Catering/Food Truck Request Form](#) must be submitted at least two weeks prior to the event to be considered. The Associate Vice President for Auxiliary Services will determine if the food truck/caterer can be utilized for the specified event.

## **Website Address**

Auxiliary Services: <https://auxiliary.mercer.edu/contact/>