

INTEROFFICE MEMORANDUM

TO: ALUMNI AFFAIRS, ATHLETICS, CHURCH SERVICES, CAMPUS MINISTRY, CHANCELLOR'S OFFICE, GRADUATE SCHOOLS, INTERNATIONAL PROGRAMS, PEPPERDINE VOLUNTEER CENTER, SPECIAL PROGRAMS, STUDENT ACTIVITIES, AND UNIVERSITY EVENTS

FROM: STACY ROTHBERG

SUBJECT: FOOD TRUCK PROTOCOL

DATE: FEBRUARY 28, 2012

Since Pepperdine University and Sodexo have a long-standing partnership in the provision of food services, we all must be mindful of the protocol for bringing food trucks on to the Malibu Campus. In order for your department to authorize a food truck on campus, the following conditions must be met:

1. Food trucks are only allowed for special occasions and events (e.g., Step Forward Day, Orange and Blue Madness, Televised Athletic Games, etc.), so they do not impact regular food service.
2. Dining Services needs notice via email regarding food trucks scheduled to come to campus at least two weeks before the event. Email Randy Penwell @ randy.penwell@sodexo.com.
3. Public Safety needs notice via email regarding food trucks scheduled to come to campus at least two weeks before the event. The request needs to include the name of the food company, size of the truck, time of arrival/departure, method of food prep (gas, flame, electrical, etc.), and desired location of the truck. Email Dawn Emrich (dawn.emrich@pepperdine.edu) and Eric Barnes (eric.barnes@pepperdine.edu) the requested information.
4. Student Affairs needs notice and proof of insurance via email regarding food trucks scheduled to come to campus at least two weeks before the event. Email Stacy Rothberg @ stacy.rothberg@pepperdine.edu in order to account for university historical information.
5. Food trucks need to provide proof of one million dollars aggregate insurance.
6. A current health department certificate verifying an "A" rating is required.

Please feel free to contact Stacy Rothberg at (310) 506-6272 if you have any questions.