

ELK GROVE UNIFIED SCHOOL DISTRICT

Fiscal Services

USE OF FACILITIES VENDORS PARTICIPATION PROCEDURES

A. (MOBILE FOOD VENDORS/DJS/BOUNCE HOUSES/INFLATABLE GAMES & OTHER)

1. School-site food fair events where food organizations bring food onto the campus are not subject to these procedures. In the case of food fair events, the school site is responsible for ensuring that documentation of appropriate liability insurance and valid health permits are obtained for each event.

B. Vendors on District property may be allowed for **school site-sponsored events at the invitation of the school site administrator** under the following conditions:

1. Submission of a completed Vendor Application for Participation 30 days prior to date of use and adherence to all facilities use processes and procedures. The District will require that in addition to a completed application each vendor will provide:
 - a. Current certificate of liability insurance
 - b. Current additional insured Endorsement
2. Mobile food vendors will be required to provide in addition to insurance:
 - a. Current health permit
 - b. Current business license
3. No more than 3 mobile food vendors may be allowed at each event without prior approval from Risk Management.
4. Mobile food vendors will not be allowed on school campuses during student attendance hours and presence outside the school day will be at the discretion of the school site administrator.
5. Vendors understand and agree that smoking and the presence of drugs or alcohol are not permitted on District property.
6. Vendors may not park or drive their vehicles on any sidewalks or grass. Parking of the vehicle is limited to permitted parking lot area.
7. Mobile food vendors are responsible for ensuring that wastewater/liquids are contained within the vehicle and do not make their way to the storm water drains. In the event of a spill, the custodial staff on site is to be notified immediately.
8. The District will determine the level of security personnel needed for each event on a case-by-case basis. The school site or school-affiliated organization (PTO, PTA, ASB, booster, etc.) will be responsible for any costs.
9. The District will require the presence of at least one (1) custodial employee during the event and for at least 30 minutes after the event to ensure proper cleanup. The District will determine the level of custodial personnel for each event on a case-by-case basis. The school site or school-affiliated organization (PTO, PTA, ASB, booster, etc.) will be responsible for any cost when additional custodial staff (in addition to regularly scheduled staff) is required for the event.

USE OF FACILITIES VENDORS PROCEDURES

10. Schools sites may advertise the events to their school community. The vendors may not advertise the event on either their own or affiliated organization websites or via other social media outlets.
 11. Schools should receive, in writing, details of any fundraising commitments from mobile food vendor(s) prior to event. It is suggested that a "flat" amount using a pre-purchased ticket arrangement be utilized or a predetermined percentage of sales.
- C. Mobile food vendors on District property may be allowed for events **NOT** at the invitation of school site administrator under the following conditions:
1. Submission of a completed Vendor Participation Application 30 days prior to date of use and adherence to all facilities use processes and procedures. The District will require that in addition to a completed application each individual mobile food vendor will provide:
 - a. Current health permit
 - b. Current business license
 - c. Current certificate of liability insurance
 - d. Current additional insured endorsement
 2. Mobile food vendors will not be allowed on school campuses during student attendance hours and presence outside the school day will be at the discretion of the school site administrator.
 3. The mobile food vendors understand and agree that smoking and the presence of drugs or alcohol are not permitted on District property.
 4. Mobile food vendors may not park or drive their vehicles on any sidewalks or grass. Parking of the vehicle is limited to permitted parking lot area.
 5. Mobile food vendors are responsible for ensuring that waste water/liquids are contained within the vehicle and do not make their way to the storm water drains. In the event of a spill the custodial staff on site is to be notified immediately.
 6. Mobile food vendors will be treated as Classification III and be charged \$5 per hour for parking lot space and pay the \$40 application fee per application (one application per site/per mobile food vendor). If security or additional custodial staff is required please see items 7 and 8 below.
 7. The District will determine the level of security personnel needed for each event on a case-by-case basis. The mobile food vendor(s) or sponsoring organization will be responsible for the costs.
 8. The District will require the presence of at least one (1) custodial employee during the event and for at least 30 minutes after the event to ensure proper cleanup. The District will determine the level of custodial personnel for each event on a case-by-case basis. The mobile food vendor(s) or sponsoring organization will be responsible for the costs.