

Solano Community College

Campus Reservations - Food Truck Vendor Application

For semester-based food truck parking/use at District campus locations

Submission of this application does not guarantee approval. Vendors may not operate on campus until all required documentation has been reviewed and written approval has been issued by Campus Reservations.

1. Vendor / Business Information

Business / Food Truck Name:	Owner / Authorized Representative:
Primary Contact Phone:	Email Address:
Mailing Address:	City / State / Zip:
Business License Number:	Issuing City / County:
Type of Food / Menu Summary:	Website / Social Media:
Emergency Contact Name & Phone:	Preferred Contact Method:

2. Campus Location and Semester Request

Campus Requested	☐ Vacaville Campus ☐ Vallejo Campus
Semester Requested	☐ Fall ☐ Spring ☐ Summer Year: _____
Requested Days of Operation	Mon ____ Tue ____ Wed ____ Thu ____ Fri ____ Sat ____ Sun ____
Requested Hours of Operation	Start Time: _____ End Time: _____
Requested Parking / Service Area	Notes: _____

3. Required Documentation Checklist

Attach copies of all required documents. Applications may be delayed or denied if documents are missing, expired, or incomplete.

☐	Current business license
☐	Certificate of liability insurance naming Solano Community College District as certificate holder and, when required, additional insured
☐	Food truck / mobile vending parking permit or applicable local operating permit

☐	Current food safety permit, health permit, or mobile food facility permit issued by the appropriate agency
☐	Food handler cards or food safety manager certification, if applicable
☐	Menu or list of items to be sold
☐	Photo of food truck or trailer, including license plate number
☐	Generator, propane, electrical, water, and waste-disposal information, if applicable

4. Operational Requirements

- ☐ Vendor must comply with all District policies, campus procedures, public health requirements, and local, state, and federal regulations.
- ☐ Vendor is responsible for maintaining a clean and safe service area and must remove all trash, grease, wastewater, and equipment at the end of each service period.
- ☐ No dumping of grease, wastewater, food waste, or other materials into campus drains, landscaping, restrooms, or trash containers unless specifically authorized.
- ☐ Use of generators, propane, extension cords, or other equipment may require review and approval before operating on campus. The district will not provide electrical services or power connections for these operations.
- ☐ Vendor may operate only on approved dates, times, and locations. Any changes must be approved by Campus Reservations in advance.
- ☐ The \$50 semester charge must be paid before operating unless otherwise authorized in writing.

5. Fee and Payment

Semester Food Truck Reservation Charge	\$50.00 per semester
Payment Received	☐ Yes ☐ No Receipt/Reference #: _____
Campus Reservations Staff Initials	_____ Date: _____

6. Applicant Certification

I certify that the information provided is true and complete. I understand that approval is contingent upon District review of all required documentation and that authorization may be revoked for noncompliance with District requirements, unsafe operations, expired documentation, or failure to follow approved campus reservation terms. I further understand that approvals are granted on a semester-by-semester basis and that I must reapply and submit all required documentation for each new semester.

Authorized Representative Name: _____

Signature: _____ Date: _____

7. Campus Reservations Use Only

Application Status	☐ Approved ☐ Denied ☐ Pending Additional Information
Approved Campus	☐ Vacaville Campus ☐ Vallejo Campus
Approved Semester / Dates	☐ Vacaville/Vallejo Center Site Supervisor has been notified of the food truck operation.
Reviewed By / Date	_____
District Representative / Date	_____