



**Loyola
Marymount
University**

Facilities Management Department Standard Operating Procedure (SOP)

Section	Quality Assurance	Procedure Number	Q-021
Subject	Campus Events – Food Trucks	Effective Date	1/1/24
Facilities Approval	Senior Director of Facilities Management	Revised Date	

Standard Operating Procedures

LMU students, staff, faculty, and external clients hosting food trucks for events on campus are subject to approval from Sodexo, FM, Parking, LAFD, and DPS and must adhere to the following procedure.

Purpose

To ensure there is a standard procedure for hosting Food Trucks for on campus events following LAFD approved procedure and locations.

Procedure

1. All food trucks must be subject to approval by Sodexo, FM and Parking.
2. All food trucks must be booked and approved through Sodexo via Food Fleet.
3. Arrival must be 1 hour prior to the start of the event and departure must be 1 hour post event.
4. All booked food trucks must have current fire extinguisher permit.
5. All food trucks must schedule and utilize a DPS officer for load in and load out.
6. Food Trucks are allowed to utilize the following locations:
 - UNH Flag Poles (6 max)
 - OMA Grass Concrete (4 max)
 - MCC/WHH Bluff (1 max)
 - Palm Walk/Drollinger Stage (3 max)
 - Alumni Mall West/Mall Crossroads (12 max)*
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 - Arc of Time (2 max)
 - Palm Quad (4 max)
 - Ignatian Circle (12 max) (2 traffic Control officers required)
7. Food Trucks are not allowed at the following locations:
 - Any Grass Area on campus
 - Sunken Garden/Sunken Garden Mulch
 - Lawton Plaza Shuttle Location
 - Drollinger Field

*can only be on West Side or East Side for Fire Access