SENECA VALLEY

Food Truck Approval Form

Please complete along with a Use of Facilities Form

You have indicated on your Use of Facility Request that you would like to have a food truck at your event. Please be aware that the following regulations are in place for the Seneca Valley School District and the use of food trucks at events:

- The food truck must be a self-contained operation (i.e., it needs no electric or water hook-ups for operation.)
- The food truck **CANNOT** contribute to fundraising.
- The food truck **CANNOT** compete with any booster club activity or fundraiser during an event.
- The food truck **CANNOT** be accommodated on the **secondary campus** due to parking and competing events.
- The event organizers will be responsible for all cleanup with regards to the food truck.
  - If the site is left in disarray, the hosting group will be billed for district cleaning services and food truck privileges in the future will be revoked.
  - If the food trucks do not follow the guidelines set forth, they will no longer be allowed to participate in Seneca Valley functions of any kind.
- You **MUST supply the following documentation** with this form for each food truck being used: **(1) Insurance:** Liability Insurance naming Seneca Valley School District <insert school name here> (i.e., Seneca Valley School District Ehrman Crest Elementary School); **(2) Food Truck Permit:** PA State issued Mobile Food Facility License OR Allegheny County Mobile Vehicle Vendor License or Retail Food License (Temporary or Permanent); **(3) Health Permit:** Annual Health Permit (i.e., Allegheny County Health Department Food Permit) – this will be county specific.

Food Truck Name: _____

Contact name: _____ Contact Phone number: _____

Food Truck Name: _____

Contact name: _____ Contact Phone number: _____

Food Truck Name: _____

Contact name: _____ Contact Phone number: _____

Building Requested:

☐ Connoquenessing Valley Elementary

☐ Ehrman Crest Elementary

☐ Ehrman Crest Middle

☐ Haine Elementary

☐ Haine Middle

☐ Rowan Elementary

Location of Food Truck(s) on campus: _____

I have read the rules and regulations governing the use of food trucks on an elementary campus and I fully understand that the Seneca Valley School District shall not be responsible for any accidents, personal or group losses, or damages incurred to an individual or group property. I further understand that the organization I represent shall comply with the above listed restrictions and shall be responsible for damages or losses to school property.

Signed: _____ Date: _____
(Sponsor)

Approved: _____ Date: _____
(Building Administrator)

Updated April 2025