

WHY LEE COLLEGE?

Put your food in front of a built-in audience.

Our monthly food truck program gives approved vendors the opportunity to serve, promote and grow their business by connecting directly with the Lee College community and the Baytown community.

ONE CAMPUS. NEW CUSTOMERS. EVERY MONTH.

- Students
- Faculty & staff
- Campus visitors
- Baytown community members

JOIN A RECURRING CAMPUS OPPORTUNITY

Become part of a recurring campus food truck program with multiple opportunities to participate throughout the year.

REACH NEW CUSTOMERS

Introduce your menu and your brand to people who may become your next regulars.

BRING YOUR BUSINESS TO CAMPUS

Serve directly on the Lee College campus in the heart of Baytown — without having to find your own audience.

LET'S GET STARTED

Apply today to become an approved food truck vendor and get considered for upcoming monthly opportunities!



READY TO SERVE?

Becoming a Lee College food truck vendor starts with an application and approval process.

1 APPLY TODAY

Submit your vendor application and required information.

2 PROVIDE DOCS

Submit current permits, certifications and insurance documentation.

3 GET APPROVED

Vendors must receive written approval from the Director of Auxiliary Services before operating on campus.

4 GET SCHEDULED

Approved vendors can be considered for upcoming monthly food truck opportunities.



SCAN TO APPLY

Visit the Auxiliary Services homepage and look for the Food Truck Vendor Lease Agreement (PDF).



PHONE

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milewis@lee.edu



ADDRESS

511 S. Whiting St. Baytown



FOOD TRUCKS WANTED

Join our new monthly food truck program — we're looking for local vendors to come to our campus!

 LEE COLLEGE

BEFORE YOU APPLY

01 — PERMITS & CERTIFICATIONS

- **CITY OF BAYTOWN**
Current Mobile Food Vendor Health Permit
- **STATE OF TEXAS**
Applicable Texas Department of State Health Services permits or registrations
- **FOOD HANDLERS**
Current food handler certifications for employees operating on campus

02 — INSURANCE

- **\$1M**
Commercial General Liability Per occurrence
- **\$2M**
Commercial General Liability Aggregate
- **\$1M**
Commercial Automobile Liability / Combined Single Limit
- **WORKERS' COMPENSATION**
As required by Texas law

03 - BEFORE YOU SERVE

A Certificate of Insurance naming Lee College as an Additional Insured must be provided before operations begin.

REQUIREMENTS

GET APPROVED

Written approval from the Director of Auxiliary Services is required before operating on campus.

REPORT YOUR SALES

Submit a daily POS sales report.

20% REVENUE SHARE

Vendors pay 20% of gross sales made on Lee College property to Auxiliary Services.

USE A POS SYSTEM

Your electronic POS system must:

- Accept cash, debit and major credit cards.
- Track campus sales.
- Generate detailed sales reports.
- Keep transaction records for at least 3 years.

FOLLOW CAMPUS OPERATIONS

Approved vendors must:

- Stay in their designated service area.
- Be fully set up 30 minutes before service.
- Complete breakdown within 1 hour after service.
- Keep fire lanes, emergency access and ADA pathways clear.
- Remove all waste and equipment after service.
- All approved vendors must follow the Lee College Food Truck Vendor Lease Agreement & Operational Rules.

KEEP CAMPUS SERVING



SERVE



CLEAN



RESPECT

We want every food truck visit to be safe, clean and welcoming for students, employees and visitors. Vendors are responsible for meeting these expectations while on campus.



KEEP IT CLEAN & SAFE

Your truck, equipment and service area must be clean, sanitary and well maintained.



FOLLOW FOOD SAFETY RULES

Follow applicable City of Baytown and State of Texas food safety requirements.



PROVIDE GREAT SERVICE

All vendors and employees must be professional, respectful and courteous while on campus.



CLEAN UP AFTER SERVICE

Vendors must remove all food waste, grease, wastewater, packaging and other waste generated during service.



FOLLOW CAMPUS POLICIES

All vendors must follow Lee College campus policies. Alcohol and controlled substances are prohibited. Tobacco and smoking policies apply.