

Cookeville Department of Leisure Services and Public Facilities

Policy Manual

Mobile Food Units in Parks and on City Properties

- I. The intent of this policy is to provide rules and regulations for the operation of Mobile Food Units (MFU) in designated City of Cookeville Parks and Parking lots. This policy supports Chapter 12, Section 9 of the Cookeville Municipal Code, adopted March 16, 2017.
- II. It will be the policy of the Department of Leisure Services and Public Facilities to allow MFUs to vend in designated areas of certain City parks and/or Recreation areas, in accordance with City Code, Chapter 12, Section 9 and in accordance with these rules.
- III. **Approved Parks and Maximum Numbers.** MFUs may operate at approved parks and parking lots listed in Appendix 1 according to these Rules. The maximum number of MFUs allowed to operate at one time at an approved park or parking lot is found in Appendix 1. The Director of Leisure Services and Public Facilities may also allow MFUs to operate in other City parks for one time, special events at his/her discretion.
- IV. **Availability.** Spaces in the Designated Operation Area are available to all Vendors with a MFU Permit as space is available. Permits shall be issued as according to City Municipal Code Chapter 12, Section 9-1202, 9-1203, 9-1204.
- V. **Reservations Required.** MFUs are allowed to operate in the approved parks and parking lots only by reserving an approved space through the Department of Leisure Services and Public Facilities. If a concessionaire is scheduled to operate at the park or parking lot, the MFU will not be allowed to reserve a space at that park or parking lot, during that time. At any one time, MFU Vendors may have only one (1) reservation at approved parks or parking lots. Spaces may be reserved for no more than seven (7) consecutive days. When a Vendor makes a reservation, the Department will place cones in the designated MFU area on the day of the reservation in order to reserve the space for the MFU. While the MFU is operating, the Vendor shall use these cones provided by the Department and place one cone at each corner of the MFU.
- VI. **Hours of Operation.** MFUs are limited to vending in parks or City parking lots between the hours of 7:00 a.m. and 9:00 p.m., unless the park closes earlier, then vending shall cease 30 minutes prior to close. These hours may be altered on a limited basis by the Director of Leisure Services and Public Facilities for special events and/or special occasions.
- VII. **Designated Areas.** MFUs shall operate only within the designated area (outlined in Appendix 1) at approved parks and City parking lots. MFUs and Vendors must remain within the designated area and are prohibited from using a push cart or circulating throughout the premises of any designated park. MFUs shall not provide or allow any dining area, including but not limited to tables, chairs, booths, stools, benches, tents, and standup counters, other than counters attached to the MFU.

- VIII. **Signage.** A Unit is limited to signs mounted to the exterior of the MFU. No free standing signs are permitted. All signs mounted on the Unit shall be secured and mounted flat against the Unit and shall not project more than six inches (6") from the exterior of the Unit.
- IX. **Waste Collection and Disposal.** Vendors shall supply, in a prominent location, trash containers sufficient in size to collect all waste generated by customers and staff of the Unit. The Vendor shall keep the area around the Unit clear of litter and debris at all times. All trash and debris generated by customers and staff shall be collected by the Vendor and deposited in Vendor's trash or recycling container and removed from the site by the Vendor. The Vendor shall contain onboard at all times any waste liquids generated by its operations (oil, ice, wash water, etc.).
- X. **Electric.** Electrical service is limited to an onboard generator. Any power required for MFU shall be self-contained and MFUs may not use utilities drawn from the park or parking lots.
- XI. **Removal of Equipment.** MFUs and all associated equipment must be removed from the park and/or parking lot at the end of each day. The Unit and any equipment are not permitted in the park or parking lot overnight at any time, except when associated with a multiple day Special Event.
- XII. **Special Events.** Times and dates of operation may be affected by special events at the designated Park and/or parking lot. Vendors hours and dates may be affected during a City-authorized street fair, public festival, or similar special events held in parks. Vendors shall not operate within the boundaries of a Special Event unless the Vendor has written permission from the event sponsor, coordinator or operator and Vendor must comply with all rules and regulations of the Special Event.
- XIII. **Indemnification.** The owner and operator of any Mobile Food Unit operating in or on a city park or city parking lot shall defend, indemnify and hold harmless the City of Cookeville and all its departments and employees from and against any and all claims, liabilities, loss, damages, cost and expenses, including reasonable attorney fees, court cost and other expenses of litigation or administrative proceedings, for personal injury, damage to real or tangible property arising out of the operator's use the city's property for operation a Mobile Food Unit. The operator of a Mobile Food Unit operating in or on a city park or parking lot shall provide proof of liability insurance coverage naming the City of Cookeville as additional named insured with a minimum of \$1,000,000 in liability coverage. The Department of Leisure Services and Public Facilities must be notified within three (3) business days if the liability coverage naming the City of Cookeville as an additional named insured is cancelled or terminated.

Appendix I

Mobile Food Units will be permitted in the Designated Operation Area of the following parks and/or public parking lots.

Fleming Street/Broad Street Parking Lot

Corner of Fleming and Broad

Cookeville, TN

3 MFU

The Northeastern most border of the parking lot. (see attached map)

Cane Creek Park

C.C. Camp Road

Cookeville, TN 38501

1 MFU

Four parking spaces at the top of the hill above the Hilltop Shelter. (see attached map)

Cane Creek Recreation Center

180 C.C. Camp Road

Cookeville, TN 38501

2 MFU

The Southwestern most parking spaces. (see attached map)