Community Unit School District 304
227 N. Fourth Street, Geneva IL 60134
Office: 630-463-3030 | Fax: 630-463-3009

Below is a list of required documents to be provided to the school, as well as other guidelines to follow when operating on school premises. As a reminder, all certificates and licenses to do business must be displayed at all times.

Contact Information

Please provide contact information for your business, including:

- Business Name
- Address
- Phone number
- Email
- EIN

Permits and Displayed

Please be sure to have the following permits displayed and provide copies to the district prior to the event.

- Kane County Health Department – Health Permit
- Illinois Department of Public Health – Food Protection Manager Certification (CFPM)and employee Illinois Food Handler Certificate/Card

Registration/License

Please provide a copy of your Driver's License, Vehicle and Trailer Registration, and an Illinois Business Tax Certificate to the district prior to the event.

Proof of Insurance

A Certificate of Insurance with Geneva CUSD 304 named as the Certificate Holder must be provided to the district prior to the event. The insurance must include

- Commercial General Liability
- Commercial Automobile Liability Coverage
- Umbrella or Excess Liability
- Worker's Compensation

Safety and Security

Any food truck and their employee(s) participating in an event on school premises must provide identification to be reviewed by our visitor management system to be on school grounds. Geneva CUSD 304's Safety and Security Coordinator. We ask that you provide information no less than 3 days before the event for individual and business review. Additionally, by participating in an event on school premises, you agree to comply with your designated vending location and obey all parking requirements. You will adhere to all labor law requirements, follow all fire and safety codes.

Food truck employees may not leave the vicinity of your truck or have access to schoolchildren, outside of vending food. The safety and security of our students is paramount.

Messaging

Clearly display all products, prices, and allergens.