General Guidelines
Groups sponsoring events where food or beverages will be served in any Student Engagement and Campus Life facility or campus public space must inform the Event Planning Office during the consultation process. There are various regulations regarding food and beverage service as mandated by the Montgomery County Health Department. If an event sponsor wishes to host an event that is considered open to the public, use of a caterer for any food and beverage service is suggested. However, if an event sponsor wishes to provide their own non pre-packaged food and beverages prepared at a location not inspected by the Montgomery County Health Department, a Temporary Restaurant Permit will be required. Please see reverse side of these guidelines for more information regarding the application process.

- If an event sponsor prepares food:
  [Ex. pot lucks, grilling food, mixing lemonade, making hot chocolate, non-prepackaged food/beverages, etc.]
  - If it’s a CLOSED event, no further action needed
  - If it’s an OPEN event, event sponsor will need a Temporary Restaurant Permit (TRP)
    [TRP must be submitted directly to the Montgomery County Health Department no later than 10 days prior to the event]
  - No TRP is needed if:
    o Food is pre-packaged
    o Food comes from a health department certified kitchen (Ex. Panera, Moe’s, Kroger’s Deli, Domino’s, Chinese Kitchen, Pita Vera, etc. – Basically, any restaurant or catering company)
    o If the food items are baked goods

Policies Regarding Food & Beverage Service in Student Engagement and Campus Life Facilities
Consistent with University policy, alcoholic beverages are not permitted in Student Centers and Activities -managed facilities without prior approval by the Assistant Director for Event Planning and the Virginia Tech Police Department. This approval process takes a minimum of (30) days. Requests submitted less than (30) days from the event date will not be considered.

Student Engagement and Campus Life assumes no responsibility for the quality of food service. Student Engagement and Campus Life does not offer catering service and is not responsible for self-serviced or catered food or beverage quality. Student Engagement and Campus Life will not be held liable should any event attendee experience an adverse reaction to any food or beverage served.

Event sponsors are free to provide their own food and beverage service in compliance with the Montgomery County Health Department regulations or choose any caterer in all venues and facilities with the exception of the Graduate Life Center. The Graduate Life Center has an exclusive catering company. Personal Touch Catering has first refusal rights to the Graduate Life Center.

-See Reverse-
Student Engagement and Campus Life Equipment & Services Associated with Food & Beverage Service

The Event Planning Office offers a variety of equipment that may be requested by the event sponsor to assist with food and beverage service. These items include buffet tables, cocktail tables, banquet tables with seating, and table linens.

At the conclusion of any event where food or beverages are served, the event sponsor is solely responsible for leaving the venue clean and neat. Any equipment or items associated with the catering service must be removed from the venue within the specified reservation time. Event sponsors are to account for any additional set up and clean up time for catering service during their consultation with Event Planning. Should an event sponsor leave a venue in a condition considered inappropriate or unreasonable as determined by the facility staff, a minimum $50.00 cleaning fee will be charged to the event sponsor.

Food Service & Temporary Restaurant Permit Information

The Montgomery County Health Department requires the submission of a temporary restaurant permit application for food service where the event is open to the general public and where non pre-packaged food (examples of pre-packaged foods include: candy bars, potato chips, canned drinks, etc.) is served that has been self-catered. Bake sales do not apply. A processing fee may apply, although it may be waived for events that are hosted by a civic, social or educational entity.

Information provided on this form was adapted from the Montgomery County Health Department Temporary Restaurant Policy. The complete policy & Application for Temporary Restaurant Permit (Form EHS TR-2) is available in the Event Planning Office, the Montgomery County Health Department, or online at: http://www.vdh.state.va.us/LHD/newriver/environmental.htm#apps

Purpose of Permit
- To eliminate food borne illness associated with temporary restaurants by inspection of all food concessions and other associated site structures;
- To assure the quality and maintenance of potable water;
- To assure the sanitary maintenance of sewage disposal facilities; and,
- To assure the proper handling and disposal of all solid waste generated at such events.

Responsible Agent

The State Health Commissioner is the chief executive office of the State Department of Health. The commissioner has the authority to act within the scope of regulations promulgated by the State Board of Health and for the board when it is not in session. The district or local health director is responsible for the permitting and inspection of restaurants (including temporary restaurants) located within the director’s district and for assuring compliance with these regulations. The director is the duly designated agent of the commission.

Procedures
- Persons responsible for the operation of temporary restaurants are required to obtain and complete a health department application prior to issuance of a temporary restaurant permit. Separate permits are required for each unit.
- Application form EHS TR2 should be submitted to the health department at least (14) days prior to the event, but no less than (10) working days prior.
- A health department permit is not transferable to another party and shall be posted in the facility or readily available onsite during the event. A permit is valid only for the specified date, time and location.
- Food items to be sold or served shall be approved in advance by the health department and shall be in compliance with the standards set forth. Only those food items listed on the application and approved by the health department can be sold or served.
- Temporary restaurants shall not operate until a temporary restaurant permit is issued.

For more information, please contact Rebecca Morris at the
Montgomery County Health Department, (540) 585-3357
rebecca.morris@vdh.virginia.gov

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