

## Event Services

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STUDENT AFFAIRS  
STUDENT ENGAGEMENT  
AND CAMPUS LIFE  
VIRGINIA TECH.

# Food & Beverage Service Guidelines

## General Guidelines

Groups sponsoring events where food and/or beverages will be served in any Student Engagement and Campus Life facility or campus common space must inform the Event Services 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 prepares food (Ex. potlucks, grilling food, mixing lemonade, making hot chocolate, non-prepackaged food/beverages, etc.):

- If it's a **CLOSED** event, no further action is needed
- If it's an **OPEN** event, event sponsor will need a Temporary Food Establishment (TFE) AND submit a certificate of insurance

If an event sponsor has food catered (physically serving the food, not just delivering it):

- If it's a **CLOSED** event, submit a copy of the caterers' insurance (that includes workers comp coverage).
- If it's an **OPEN** event, submit a copy of the caterers' insurance (that includes workers comp coverage) AND the event sponsor must submit a certificate of insurance.

If an event sponsor has food that comes from a health department certified kitchen (Ex. Panera, Moe's, Kroger's Deli, Domino's, etc.):

- If it's a **CLOSED** event, no further action is needed
- If it's an **OPEN** event, the event sponsor must submit a certificate of insurance.

If an event sponsor has pre-packaged food (Ex. individually wrapped candy, bottles of water, bags of chips):

- If it's a **CLOSED** event, no further action is needed
- If it's an **OPEN** event, no further action is needed

If an event sponsor has baked goods (Ex. cupcakes, doughnuts, brownies):

- If it's a **CLOSED** event, no further action is needed
- If it's an **OPEN** event, the event sponsor must submit a certificate of insurance.

## Insurance Guidelines

See the Risk Management and Certificates of Insurance Guidelines at [campuslife.vt.edu/eventservices](http://campuslife.vt.edu/eventservices)

## Policies Regarding Food & Beverage Service in Student Engagement and Campus Life Facilities

Consistent with University policy, alcoholic beverages are not permitted in Student Engagement and Campus Life-managed facilities without prior approval by the Assistant Director for Event Services and the Virginia Tech Police Department. This approval process takes a minimum of (21) business days. Requests submitted less than (21) business days from the event date will not be considered.

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. Personal Touch Catering has first refusal rights to the Graduate Life Center.

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 Services. If the venue is left in inappropriate or unreasonable condition as determined by the facility staff, a minimum \$50.00 cleaning fee will be charged to the event sponsor.

## Temporary Food Establishment Information

To apply for a Temporary Food Establishment (TFE) Permit, submit a completed application and fee of \$40 (if applicable) to the local health department in which the TFE will be located. The application and fee must be submitted at least 10 day prior to the day in which the TFE will operate. Any TFE applicants who are not approved will be notified in writing of the reasons for denial and be provided with appeal rights. Pre-packaged foods (popsicles, chips, candy, etc.) and bake sales are exceptions. Events that are closed to the general public are exempt as well. The Temporary Food Establishment Permit Application can be found online at: [vdh.virginia.gov/environmental-health/food-safety-in-virginia/tfe/](http://vdh.virginia.gov/environmental-health/food-safety-in-virginia/tfe/)

**Questions regarding Temporary Food Establishments should be directed to the Montgomery County Health Department at 540-585-3300**

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