



Catering Policy

No. 3006

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Affected Parties:
Faculty
Staff

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1.0 Purpose

The university has a need for catering services to serve the programmatic needs of administrative and academic departments, other university sponsored organizations, and certain applicable student organizations.

Funding for catering services may originate from either private funds from the Virginia Tech Foundation or other related corporations, or from university funds. To satisfactorily meet the catering needs of the university community, it is necessary to provide guidelines for the delivery of catering services.

2.0 Policy

1. All catering services should be arranged utilizing the university's catering concierge service (America to Go).
2. University approved America To Go caterers must have appropriate insurance coverages, including product liability, up to date health inspections and business licenses for their business location(s). America To Go ensures these requirements are in place for all caterers approved for the concierge program.
3. All caterers serving a university event must obtain valid banquet licenses from the Virginia Alcoholic Beverage Control Board when serving alcoholic beverages and cooperate with Virginia Tech Police in obtaining such licenses when necessary. Caterers are responsible for adhering to the alcoholic beverage control regulations of the state of Virginia and the university's alcoholic beverage policy (see [Policy 1015, Policy on Serving Alcohol](#)).
4. All caterers serving a university event shall pay any facilities use fees that may be applicable.
5. University funds shall be used for payment of catered functions only when catered functions are for a valid business reason and are not primarily social in nature. Payment for catered services at university-related functions not eligible for university funding may be made from private foundation funds.
6. The only exception to the requirement to use America to Go is for The Inn at Virginia Tech and Skelton Conference Center and the University Club at Lane Stadium which shall have the exclusive right to cater functions within their facilities. The Inn at Virginia Tech and Skelton Conference Center and the University Club at Lane Stadium offer onsite conference space and catering for university functions on campus. Both locations offer meeting space and onsite catering to outside entities as well.



3.0 Procedures

1. University funds shall be used for payment of catered functions only when catered functions are for a valid business reason and are not primarily social in nature. Payment for catered services at university-related functions not eligible for university funding may be made from private foundation funds
2. Ordering catering is facilitated within the university's e-procurement system, HokieMart, utilizing the America To Go catalog and ordering system. America To Go also offers personalized assistance in planning for catered events with an approved university caterer by calling: 1-866-ATG-TOGO. Use of the America To Go catering concierge service is free to departments but participating caterers do pay a service fee to America To Go to be vetted and designated as a university approved caterer.
3. If a university event requiring catering is being held off campus and cannot be serviced by one of the university approved caterers found on America To Go, an exception to go outside of the America To Go catering concierge program may be requested through VT Procurement by emailing a request for waiver to hokiemark@vt.edu. Departments should ensure the requirements outline above (insurance, inspections and licenses) are valid for any caterer being used that is not on the America To Go catering concierge program.
4. Contact the Virginia Tech Controller's Office for guidance on utilizing the America To Go concierge program for Foundation paid catering events.

4.0 Definitions

Member of University Community includes current students, faculty and staff, student and alumni organizations, University colleges and departments.

Applicable Student Organizations: includes University Chartered Student Organization (UCSO) and University Student Life Programs (USLP)

Non-Applicable Student Organizations: Registered Student Organizations (RSO).

University Facilities include property owned, managed, or leased by the university, both on and off campus, and under the care, custody, and control of university employees.

Catering Event is defined as gathering or occasion where food and beverages are provided by a professional catering service. These events can range from small, private gatherings to large-scale public events and can include a variety of services, such as food preparation, delivery, setup, serving, and cleanup.

5.0 References

Policy 5000, University Real Property (Building, Grounds, Infrastructure) Usage and Events
www.policies.vt.edu/5000.pdf

Policy 1015, Policy on Serving Alcohol
www.policies.vt.edu/1015.pdf

Policy 8011, Establishing and Maintaining a University Student Life Program (USLP)
<https://policies.vt.edu/assets/8011.pdf>

Policy 8012, Establishing and Maintaining a University Chartered Student Organization (UCSO)
<https://policies.vt.edu/assets/8012.pdf>



Virginia Polytechnic Institute and State University

Policy 8013, Establishing and Maintaining a Registered Student Organization (RSO)

<https://policies.vt.edu/assets/8013.pdf>

Policy 8014, Establishing and Maintaining an Extended Campus Student Organization (ECSO)

<https://policies.vt.edu/assets/8014.pdf>

6.0 Approval and Revisions

Approved September 24, 1992, by the Executive Vice President and Chief Business Officer, Minnis Ridenour.

- Revision 1
 - Revised Section 2.0 to reflect off-campus catering services as stated in Policy 3005.
 - Revised Section 2.1.4 to reference Policy 1015.

Approved January 22, 1999, by Executive Vice President, Minnis E. Ridenour.

- Revision 2

Updated to reflect change in title to Residential and Dining Hall Auxiliary from Culinary Services.

- Revision 3
 - Revised Section 2.1 to increase the requirements to bid for catered functions from \$2,000 to \$5,000.
 - Revised Section 2.1 to change reference from “state” procurement procedures to “university” procurement procedures.
 - Revised Section 2.1 to add catered services supplied by “Residential and Dining Hall auxiliary” and those paid for from private funds as services that do not need to be bid.

Approved March 4, 2014, by the Vice President for Finance & Chief Financial Officer, M. Dwight Shelton, Jr.

- Revision 4

Technical updates to references and links.

Approved September 23, 2022 by Vice President for Policy and Governance, Kim O’Rourke.

- Revision 5

Updates including removal of references to the VT Dining catering functions and the requirement to use the America To Go catering concierge service to select a university approved caterer. This revision included adding Section 3.0 to provide America To Go procedures.

Approved September 13, 2024 by Vice President for Finance, CFO Simon Allen.