



## Catering Policy

### No. 3006

**Policy Effective Date:**  
9/24/1992

**Last Revision Date:**  
3/4/2014

**Policy Owner:**  
Ken Miller

**Policy Author:** *(Contact Person)*  
Nancy Meacham

**Affected Parties:**  
Faculty  
Staff

- 1.0 Purpose
- 2.0 Policy
- 3.0 Procedures
- 4.0 Definitions
- 5.0 References
- 6.0 Approval and Revisions

### 1.0 Purpose

The university has a need for catering services to serve the programmatic needs of student organizations, administrative and academic departments, and other university sponsored organizations. Funding for catering services may originate from either private funds from the Virginia Tech Foundation or other related corporations, or from university funds. In order to satisfactorily meet the catering needs of the university community, it is necessary to provide guidelines for the delivery of catering services at functions held in university facilities.

### 2.0 Policy

The Residential and Dining Hall Auxiliary and The Inn at Virginia Tech and Skelton Conference Center offer catering on request to departments for university functions on campus and at university-related facilities, such as the German Club and the Horton Center. The Inn at Virginia Tech and Skelton Conference Center and the Residential and Dining Hall Auxiliary may also provide catering services upon request to outside groups holding a function on campus.

The Residential and Dining Hall Auxiliary shall have the exclusive right to cater functions held in the Owens Food Center, or any other facility in the Residential and Dining Hall Auxiliary. The Inn at Virginia Tech and Skelton Conference Center shall have the exclusive right to cater functions held in The Inn at Virginia Tech and Skelton Conference Center. These entities may not offer catering services to private or personal events, except when services are provided to events held in university facilities. For any such facilities that have a facilities use fee for functions held on its premises, payment by the caterer of any applicable facilities use fees shall be required (see [Policy 5000, University Facilities Usage and Event Approval](#)).

In accordance with Policy 3005, University-Related Business and Commercial Activities (<http://policies.vt.edu/3005.pdf>) the Residential and Dining Hall Auxiliary and The Inn at Virginia Tech and Skelton Conference Center may offer catering off campus only when the function is an approved university event and is to be reimbursed from university funds. Advertising for catering services may not be directed toward non-university affiliated individuals or the general public, but may be provided to university departments. Catering by the Residential and Dining Hall Auxiliary may not be delivered to private individuals, organizations, or events for private purposes, except when services are provided to events held in university facilities. Student organizations that engage in catering activities for fundraising purposes are exempted from the provisions of this policy.



## 2.1 Rules and Regulations

1. The Residential and Dining Hall Auxiliary shall have the exclusive right to cater functions located in the Owens Food Center and any other facility in the Residential and Dining Hall Auxiliary.
2. The Inn at Virginia Tech and Skelton Conference Center shall have the exclusive right to cater functions located in The Inn at Virginia Tech and Skelton Conference Center.
3. All caterers 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. University and private caterers shall be responsible for paying any and all facilities use fees that may be applicable.
5. The Residential and Dining Hall Auxiliary shall not provide catering services on a "take-out" basis for any purposes other than university-related functions.
6. University funds shall be used for payment of catered functions only when catered functions are of 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. Catered functions must be bid according to university procurement procedures if the anticipated cost is in excess of \$5,000. Catered services supplied by Residential and Dining Hall auxiliary or The Inn at Virginia Tech and Skelton Conference Center or those paid for from private funds do not need to be bid.
7. All private caterers providing catering services in university facilities must have appropriate insurance coverages, including product liability, as required by the university and the Commonwealth of Virginia, and as outlined on the back of all purchase orders and speed purchase orders.

## 3.0 Procedures

## 4.0 Definitions

1. Member of University Community: Current students, faculty and staff, student and alumni organizations, University colleges and departments.
2. University Facilities: Includes property owned, managed, or leased by the University, both on and off campus, and under the care, custody, and control of University employees.

## 5.0 References

Policy 1015, Policy on Serving Alcohol  
[www.policies.vt.edu/1015.pdf](http://www.policies.vt.edu/1015.pdf)

Policy 3005, University-Related Business and Commercial Activities  
[www.policies.vt.edu/3005.pdf](http://www.policies.vt.edu/3005.pdf)

Policy 5000, University Facilities Usage and Event Approval  
[www.policies.vt.edu/5000.pdf](http://www.policies.vt.edu/5000.pdf)



VPI&SU Purchase Order, "Terms and Conditions and Instructions to Vendors"

## 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.