



Title	Food and Beverage Procedures for SCEC Managed-Space Reservations
Responsible Office	Student and Campus Event Centers
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Food and Beverage Procedures for SCEC Managed-Space Reservations

In accordance with the [Georgia Tech Catering Providers Policy](#), the following procedures apply to spaces managed by the Student and Campus Event Centers (SCEC) team.

Food Budgets Under \$600

For food purchases under \$600 total for each day of the event (not per meal period), any licensed food service provider may be used, including licensed caterers under contract with Georgia Tech, or other providers. For health reasons, only pre-packaged items from licensed food providers or retailers are permitted. Potlucks are not permitted. Food that is raw and cooked on-site (e.g. cookout, grilling and cooking demonstration) is not permitted unless done by a licensed food service provider with appropriate permits, insurance, and licenses.

Food Budgets over \$600 | John Lewis Student Center and Stamps Commons, Exhibition Hall

For food purchases over \$600 total for each day of the event (not per meal period), only Tech Catering may be used for events inside the John Lewis Student Center and Stamps Commons (Student Center) and Exhibition Hall. No exceptions will be granted for these spaces. The client is responsible for securing their catering order with Tech Catering. Orders can be placed online through the [Tech Catering](#) website.

In addition, catering in Tech Rec must utilize the Tech Rec menu unless otherwise approved by Tech Catering staff. This menu is also available on the [Tech Catering](#) website.

Food Budgets over \$600 | Classrooms, Outdoor Spaces & Historic Academy of Medicine

For all food purchases over \$600 total for the event (not per meal period), only the primary and secondary caterers may be used for events in classrooms managed by the SCEC team, outdoor event spaces, and events at the Historic Academy of Medicine. A list of primary and secondary caterers can be found on this [website](#).

Catering Exemptions

Registered Student Organizations (RSO) and GT Departments and Colleges can request a catering exemption when neither the primary nor secondary approved caterers can accommodate their event due to conflicts in scheduling, event scope, or cultural authenticity. A request for an exemption can be made by completing the [Catering Services Exemption Form](#). Requests should be submitted at least three (3) weeks prior to the event date. Please note that submitting a request for exemption does not automatically guarantee approval; advance written approval is required from Tech Catering. If your event meets the criteria, then an exemption will be considered.

If the exemption is approved, the caterer is required to pay a commission to Georgia Tech and provide their State of Georgia business license, certificate of insurance noting minimum liability of \$1M, local county government food service permit, and invoice for the event noting menu items ordered, quantities, and price. **No exemptions will be approved in the John Lewis Student Center and Stamps Commons, and Exhibition Hall.**



Donated Food

In cases where a licensed food service provider or retailer has agreed to donate prepared food for an event, the [Catering Services Exemption Form](#) must be submitted at least three (3) weeks prior to the date of the event and advance written approval from Tech Catering is required. Alcohol cannot be donated. Donors are required to provide a donation letter, COI, and any other documentation to ensure proper assessment of risk and liability.

Green Forks

Events catered by Tech Catering can participate in the [Green Forks program](#), a sustainability initiative that helps divert leftover food to students in need. To join the program, event hosts simply scan the QR code available at their catering setup and complete a brief form. This form will automatically notify students on campus experiencing food insecurity, inviting them to collect surplus food at the event's conclusion.

Food Trucks

Tech Dining approved food trucks are permitted for events utilizing SCEC managed spaces. Catering exemption request does not need to be submitted for tech dining approved food trucks. A complete list of approved food trucks, and the food truck request form can be found on the [Tech Dining website](#). The food truck request form must be submitted at least two (2) weeks prior to the event. Additionally, the location of the food truck must be submitted and approved by the Fire Safety Office (FSO) through the [online form](#).

Food Vouchers

Vouchers can be provided to both large and small groups in various Tech Dining retail locations and dining halls throughout campus. The [Tech Dining website](#) details the process of ordering and obtain vouchers. Please note that if paying via GT department worktag, all necessary documents including a food group meal form and list of attendees (if less than 15 people), may still be required.

Bake Sales

Georgia Tech has established the following safety guidelines for those conducting bake sales:

1. No food which requires refrigeration shall be sold. This includes cream-filled pastries, éclairs, cream pies, etc.
2. Only bars, cookies, cakes, doughnuts, and select beverages are acceptable bake sale items. No other types of food items shall be sold.
3. Due to Georgia Tech's licensing contract with Coke, non-Coca Cola beverages are prohibited from being sold or distributed on campus grounds.
4. All bake sale items shall be individually wrapped at the original point of preparation.
5. Each individually wrapped bake sale item shall have a full listing of ingredients and sub-ingredients attached. At the end of this listing if one of the eight major allergens is contained in the bake sale item, it must be stated in bold (e.g. CONTAINS: WHEAT, EGG, MILK). The eight major allergens are:
 - a. Milk
 - b. Eggs
 - c. Peanuts
 - d. Tree
 - e. Nuts
 - f. Fish
 - g. Shellfish
 - h. Soy
 - i. Wheat
6. When cash or funds are collected anywhere on campus, it is required that at least two (2) individuals from the organization/department be always present and that the cash/funds be stored in a covered



container. Additionally, all events with cash collections should be registered with Georgia Tech Police Department (GTPD) via their [special event form](#).

Alcohol

Alcohol may be served at Georgia Tech events on-campus only with prior approval from the Office of the President or its designees. Organizers of events on-campus where alcohol is to be served must submit the [alcohol approval form](#) prior to the event.

All persons in attendance must comply with federal, state, and local laws and the policies of Georgia Tech and the Board of Regents governing the use, possession, manufacture, distribution, dispensation, and sale of alcoholic beverages while on the Georgia Tech campus.

Event Organizers must abide by the following general guidelines:

- Alcohol cannot be served before 4:30 p.m. on weekdays.
- Alcohol service must cease one half hours before the event ends, or no later than 10:30pm.
- Security must be booked for large events and events with attendees under 21. Security can be requested directly through the GTPD [special event form](#).
- TIPS or ServSafe Alcohol -certified bartenders must be used to serve alcohol.
 - For events in the John Lewis Student Center and Stamps Commons, and Exhibition Hall, Tech Catering must be used for bartending service.

More information about the Campus Alcohol Policy can be found on [the Georgia Tech Policy Library website](#).

Alcohol | Historic Academy of Medicine

Complete Beverage Systems holds the liquor license for the Historic Academy of Medicine and must manage all alcohol services. **No outside alcoholic beverage can be brought onto the premises.** GTPD are required at events that serve alcoholic beverages, at the cost of the client.

Violation of Guidelines

Event hosts and their vendors are strictly prohibited from entering any Tech Dining culinary or storage spaces when a catering exemption has been granted. This includes the borrowing of equipment and the appropriation of supplies from Tech Dining's inventory for event needs. Violators will face severe disciplinary action, including fines for cleaning and replacement of equipment/supplies, and may be banned from hosting events in Student Center buildings.