

### 1.) Contact Information & General Guidelines

- A.) For questions regarding food at events, please contact the University Events Office at (434) 592-3511 or [events@liberty.edu](mailto:events@liberty.edu).
- B.) This policy follows Liberty University's contracts with Sodexo and Coca-Cola, requiring their products/services be used before any other vendors.
- C.) Any individual or group hosting an event with food or beverages must comply with this policy.
- D.) The sponsoring department/organization is responsible for compliance with all University and contractual requirements.
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### 2.) Space & Resource Specific Policy

#### A.) Food Trucks:

- Only Sodexo-approved food trucks are permitted.
- An approved list may be requested by emailing [events@liberty.edu](mailto:events@liberty.edu).
- The approval process may take up to 3 months.
- Liberty will not provide electricity for food trucks.
- Food trucks may only operate at pre-approved locations.

#### B.) Food Vendors:

- Defined as anyone selling or giving away food outdoors on campus.
- Must be approved by Sodexo; approval process may take up to 3 months.
- Departments may be exempt for annual events (e.g., cookouts, ice cream socials), but still require Risk Management approval.
- Student fundraising food sales are allowed only:
  - Outside the Vines Center, unless concessions are being sold inside.

- Outside the Reber Thomas Dining Hall (under the right-side entrance covering) while the Vines Center is closed.
  - Students may not sell vending-type items on campus.
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### **3.) Food, Licensing & Event Approval**

#### **A.) Catering:**

- Sodexo offers catering, often at equal or lower cost than competitors ([flavoursatliberty.catertrax.com](http://flavoursatliberty.catertrax.com)).
- Outside caterers must submit to Risk Management:
  1. Certificate of Liability Insurance, naming Liberty University as Certificate Holder.
  2. IRS Form W-9.
  3. Copy of Health Department Permit.
- Outside caterers may not provide food in the Alumni Ballroom unless Sodexo is overbooked.
- Outside caterers cannot use campus kitchens; they must supply their own food safety equipment.

#### **B.) Failure to comply with this policy may result in disciplinary action.**