



# FOOD POLICY

## Food Budgets Under \$400

For food purchases under \$400, 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 Budgets Over \$400 | Student Center, Exhibition Hall, West Village

For food purchases over \$400, only Tech Catering may be used for events inside the Student Center, Exhibition Hall, and West Village. **No exceptions will be granted for these spaces.** It is the responsibility of the event host to secure their catering order with Tech Catering. Orders can be placed online through the [Tech Catering website](#).

## Food Budgets Over \$400 | Classrooms & Outdoor Spaces

For all food purchases over \$400, only the primary and secondary caterers may be used for events in classrooms managed by the Student and Campus Event Centers team and outdoor event spaces. A list of primary and secondary caterers can be found on [this website](#). Open flames and/or hot plates are not permitted in classroom spaces.

## Food Budgets Over \$400 | Historic Academy of Medicine

For all food purchases over \$400, only the Historic Academy of Medicine preferred caterers may be used for events at the Historic Academy of Medicine. A list of the preferred Historic Academy of Medicine caterers can be found on [this website](#).

## Catering Exemptions

In rare cases when the primary and secondary caterers cannot meet the needs of an event, 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 date of the event. Submission of the request form does not guarantee approval; advance written approval is required from the Auxiliary Services Office. If the exemption is approved, the caterer is required to pay a commission to Georgia Tech and provide their business license, certificate of insurance, State of Georgia food service permit, and invoice for the event. **No exemptions will be approved in the Student Center, Exhibition Hall, and West Village.**

## 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 the Auxiliary Services Office is required. Alcohol cannot be donated. Donors may be required to provide a donation letter, supplemental insurance, and/or other documentation to ensure proper assessment of risk and liability.

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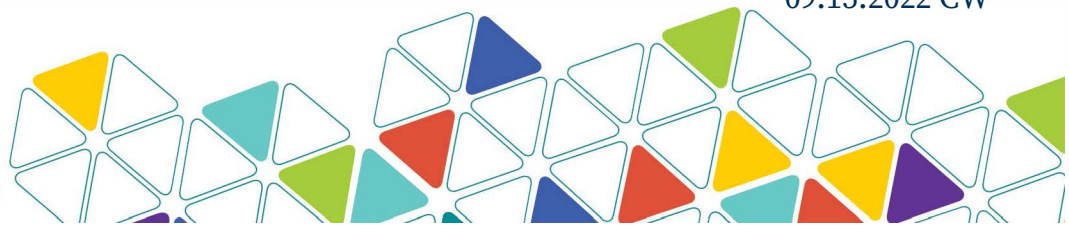
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## Bake Sales

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 should be sold.
3. Baked goods/food items purchased through an off-campus vendor are not permitted to be resold on campus. This includes delivery pizza slices and anything requiring a heating element.
  - a. Only homemade hot beverages, like coffee/teas and hot chocolate, are permissible exceptions to the above “heating element rule”.
  - b. Thermos and insulated containers are preferred in these instances. If hot water kettles must be used, it is required that all electrical cords be taped down to avoid tripping hazards along Tech Walkway.
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 nuts
  - e. Fish
  - f. Shellfish
  - g. Soy
  - h. Wheat
6. Preparation of bake sale items must be completed in a residential kitchen and only the bake sale items shall be prepared at this time to avoid cross contamination. Food for individual consumption or any other purpose shall not be prepared at the same time as bake sale items.
7. Individuals conducting the preparation, baking, and/or wrapping of bake sale items or the handling/selling of bake sale items should thoroughly wash their hands before handling the product(s).
8. Bake sale items shall be transported to the area of sale in a covered, dust-proof container, like Ziploc baggies, Tupperware, etc.
9. 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. For more information on the requirements for collecting funds at an event, please contact Captain Hill of GTPD at [archie.hill@police.gatech.edu](mailto:archie.hill@police.gatech.edu).

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# FOOD POLICY PG. 3

## 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 Georgia Tech events on-campus where alcohol is to be served must submit an [Alcohol Approval Form](#) prior to the event. Alcohol approval form will automatically be routed to the Dean of Students for events where students are invited. Alcohol approval form will automatically be routed to GTPD for events with 100 participants or greater. External clients hosting non-Georgia Tech events on campus are not required to submit the alcohol approval form.

All persons 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 should end half an hour before the event end time.
- Security must be booked for large events as well as events with attendees under the legal drinking age of 21.
- TIPS-certified bartenders must be used to serve alcohol.
  - For events in the Student Center, Exhibition Hall, and West Village, 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 service. **No outside alcoholic beverage can be brought onto the premises.** Georgia Tech Police Officer(s) are required at events that serve alcoholic beverages, at the cost of the client.

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