



Food & Catering Guidelines

VMBS Scheduling & Events Food & Catering Guidelines:

The VMBS Scheduling and Events team at Texas A&M University established the following food guidelines in recognition of industry standards, practices, and processes governing the provision of food and beverage service in VMBS facilities. Although the use of Chartwells is preferred, they are not the exclusive caterer of the facility. All caterers, including Chartwells, must be approved for your event at least two weeks prior to the event date. The criteria outlined herein do not pertain to food and beverages for personal consumption; rather, the conditions set forth are intended for meetings, assemblies, socials, festivals, receptions, or other like gatherings to provide for the safe service of food. The type of menu selected, the space setup, the number of attendees expected, and the timing of the food service will determine the necessary parameters.

Bringing in Outside Catering:

In order to use an off-campus food vendor, a *Food & Beverage Form* must be submitted to and be approved by the VMBS Scheduling Office. This is to be done no later than two weeks prior to the event. The delivery or service of food and/or beverages by unauthorized providers is prohibited.

The department or group overseeing the event is responsible for the following actions:

1. Submit the *Food & Beverage Form* to the VMBS Scheduling email at vmbs-scheduling@tamu.edu at least two weeks prior to the event date.
2. Assure that adequate time has been scheduled and confirmed in your group's event time for set up, take down, and cleanup of the food and space being reserved in the VMBS facilities.
3. The department or group is responsible for complete food cleanup and trash removal in connection with the service of the food and any damages or stains caused by the vendor or catered food to the facility. Noncompliance with these guidelines may result in:
 - First Offense – issued a warning.
 - Subsequent Offense(s) – limited or denied scheduling privileges in VMBS facilities, per the discretion of the Dean's Office.

Provided Foods (non-catered)

VMBS faculty, staff, and students may bring in approved food items if the following criteria are met: the food items are approved are "ready to eat" – requiring no preparations, heating, or refrigeration, and are not purchased from a restaurant or catering company.

These items could include items such as water, soft drinks, or vegetable and cookie trays.

For any additional information, please reference the [University SAP 24- Food Safety & Sanitation](#) or contact vmbs-scheduling@tamu.edu.



Other Requirements

- Custodial services are required for all special events or events that fall outside of Monday – Friday, 8 a.m. – 5 p.m.
 - Faculty and staff must submit their own AggieWorks custodial request and provide vmbs-scheduling@tamu.edu clearly displaying the work order number and any additional information provided.
 - Student groups provide their needs to vmbs-scheduling@tamu.edu for submission.
- Suitable utensils must be provided by the caterers, department, or group to reduce/minimize guests' manual contact with food.
- At the conclusion of the event, any leftover food taken from the facility becomes the responsibility of the contracted caterer or host; likewise, leftover food must be disposed of properly by the contracted caterer or host department/group.
- All food services must conclude within three hours of the service start time.
- All linens, dinnerware (plates, forks, cups, etc.), and service ware (chafing dishes, serving utensils, serving dishes, platters, etc.) are the responsibility of the caterer or host department/group.
- Food and drinks are **not** permitted in the VICI Building.
- Resale of food items is **not** permitted.

Potlucks

Per University guidelines, found in [University SAP 24- Food Safety & Sanitation](#), potlucks are permitted to take place on campus as long as they are ***not open for consumption by the general public***. If your department or group wishes to host a potluck, it must be approved by VMBS Scheduling and follow all criteria disclosed in the “Other Requirements” section above.

Bake Sales

Bake sales are only permitted in areas approved as concession locations. VMBS Scheduling requires a copy of the fully executed concessions permit through Get Involved. For more information on the concessions permits, please visit [Concessions & Other Sales](#).

All baked goods must be pre-portioned and individually wrapped (i.e., plastic wrap) prior to the event. This eliminates the need for a hand washing station and the need to clean and sanitize utensils at the site. All baked goods must be labeled with product names and ingredients for those who have food allergies or sensitivities.

Donated Food

Food donated for meetings and events must meet all preceding criteria, including approvals and waivers.

For any additional information, please reference the [University SAP 24- Food Safety & Sanitation](#) or contact vmbs-scheduling@tamu.edu.