

# LIBERTY UNIVERSITY EVENTS

**Before signing any type of food contract for an event on Liberty University's Campus please carefully read the below policies.**

*In an effort to mitigate confusion we have put together the following policies. These policies are in line with the contracts that Liberty University has agreed upon with Sodexo and Coca-Cola. Liberty University seeks to honor those contracts and use Sodexo and Coca-Cola products/services before any other vendor.*

## Liberty University Event's Office Food Policies

- Food Trucks:
  - Only food trucks that have been approved by Sodexo will be allowed on Liberty University's Campus.
  - An approved food truck list can be attained by emailing: [events@liberty.edu](mailto:events@liberty.edu)
  - The approval process for food trucks can take up to 3 months.
  - Liberty University will not provide electricity for food trucks that come on campus.
  - Food trucks will only be allowed to set up at pre-approved locations.
- Food Vendors:
  - A food vendor is defined as anyone selling or giving away food outside on Liberty University's Campus.
  - All food vendors must be approved by Sodexo before coming on campus.
  - The approval process for food vendors can take up to 3 months.
  - Liberty University Departments *may* be exempt for departmental/annual events (i.e. cookouts, ice cream socials, etc.). To find out if your event is an exception email: [events@liberty.edu](mailto:events@liberty.edu)
    - Departmental events will still need to be approved through Risk Management.
  - Students selling food for a fundraiser may only do so outside the Vines Center after approval; unless there is an event going on that is selling concessions inside the facility.
    - Until the Vines Center reopens, students may also sell outside the Reber Thomas Dining Hall under the covering to the right of the main entrance (facing the entrance).
    - Students are not allowed to sell vending-type items on campus.
- Catering:
  - Sodexo will often be able to provide catering at the same, or better, price as competitors. Check out: [flavoursatliberty.catertrax.com](http://flavoursatliberty.catertrax.com)
  - Outside caterers must provide the following to Risk Management before coming on campus:
    - Insurance certificate of Liability Insurance (COI) naming Liberty University as the Certificate Holder.
    - IRS Form W-9
    - A Copy of Health Department Permit
  - Outside caterers may not provide food for events in the Alumni Ballroom. There are exceptions if Sodexo is overbooked.
  - Outside caterers are not allowed to use the kitchens on campus and will need to bring the necessary equipment to keep food at safe temperatures.