

## LBJ Student Center Food and Beverage Guidelines

### Catering

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Carved and Crafted by Chartwells is the exclusive caterer in LBJ Student Center.

[Carved and Crafted Menu](#)  
[Student Organization Menu](#) **NEW Fall 2021**

Contact Conference Services (512-245-2264 or [lbjreservations@txstate.edu](mailto:lbjreservations@txstate.edu)) with any questions regarding food/beverage options in LBJ Student Center.

### Alcoholic Beverages

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Chartwells is the only caterer permitted to serve alcohol in the LBJ Student Center (see [UPPS No. 03.01.18 Purchase of Alcohol.](#))

Prior approval must be granted and the approved [Alcoholic Beverage Activity Form](#) must be submitted to Conference Services at least 5 business days prior to event date.

### Exceptions for University departments and/or registered student organizations

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All food and beverages must be provided by Chartwells for Non-University Sponsored Events and Off-Campus Clients.

University departments and registered student organizations are **only** allowed to bring the following items to their meeting rooms (Ballrooms excluded) at the LBJSC:

- BBQ from [Approved Vendors](#). Non-Approved Vendors are not allowed to make deliveries in the LBJSC.
- Pizza
- Cakes/cupcakes
- Snacks
  - Chips, crackers, popcorn, candy, cookies/homemade baked goods, donuts, whole fruit, nuts, bagels, granola bars, soft drinks, bottled water

#### **Donated food or special menu item**

If a university department or registered student organization expects to receive food donations or require a special menu item that cannot be provided by Chartwells Catering, an [LBJSC Food Policy Exemption Request](#) must be submitted and approved by the LBJ Student Center and Chartwells.

### Departmental Potlucks

Potlucks are approved only for University Departments and can take place in approved meeting rooms. Due to additional concerns regarding power, safety, and food handling, all reserving departments must consult with Conference Services to arrange for proper set-up. The [Food Approval Form](#) must be completed to receive approval prior to your event.

### **Processes/Forms: (For Website)**

- Departments and Student Organizations: If Chartwells is not providing food for your event, a [Food Approval Form](#) must be completed, submitted, and approved prior to bringing food into the building, at least 2 business days prior to the event date.
- As of June 2022, TXST Departments no longer need to provide an AP-12 form to Conference Services staff. Payment for Chartwells catering will be managed directly between the university department and Chartwells team via PO...