



## Dishware Rental Program Protocol

### I. Goal

Each year, the United States throws away about 970 thousand tons of paper cups and plates. That's about 64 billion cups and plates alone. China rentals avoid this waste, however they can be expensive and inconvenient for on campus events. The Student Sustainability Collective's Dishware Rental program provides student organizations and event planners with a cost-effective, clean, safe and easy way to avoid wasted paper products.

### II. Use

- a. Any student organization is free to use the SSC Dishware Rental Program. In cases of conflict, priority will be given on a first come, first serve basis.
- b. The dishware rental program is free for any student organization. Student organizations will be asked to provide an index number.

### III. Rental Procedure

- a. *Form*: students who wish to participate in the Dishware Rental Program by renting the SSC's reusable dishware must fill out the Dishware Rental Form at least one week (7 days) before their scheduled event. An SSC Director must review and approve the form at least four (4) days before the scheduled event.
- b. *Event*: upon approval of the Dishware Rental Form, an SSC employee (director or assistant director) will arrange with the event coordinator a pick-up and drop off time for the dishware.
- c. *Cleaning*: the SSC employee who picks up the dishware is responsible for cleaning the dishes at the Food Co-op kitchen no more 24 hours after they are picked up. This employee must then also inventory the rented china for cracks, damage or missing items and assess the deposit accordingly.
- d. *Return*: upon return of the dishes, at least two (2) SSC employees must check off the cleanliness and condition of the dishes.

### IV. Inventory

The SSC will update the inventory of dishware as demand changes. We will either purchase our inventory from second hand stores, or look for donation from local companies or businesses to maintain our commitment to sustainably purchased goods.