



## Dishware Rental Checklist

1. Submit the Dishware Rental Form to the SSC no less than one (1) week before your event.
2. The SSC will contact you with an approval no less than four (4) days before your event.
3. You will be assigned an SSC liaison, with whom you will coordinate drop-off and pick-up times for the dishware.
4. Your event happens!
5. The dishware is picked-up and checked by the SSC. If damages are assessed, they are charged to the index provided on the Dishware Rental Form.



## Dishware Rental Form

### Personal / Organization Information

Index #: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

### Event Information

Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

Brief Description of the Event:

Estimated Attendance: \_\_\_\_\_

I understand that should any dishware be damaged, broken or lost during my event, the resulting charges will be taken from the index number provided at the top of this form:

Signature \_\_\_\_\_ Print Name: \_\_\_\_\_

*See second page for inventory and checkout list*

For SSC use only:

Approved

Not Approved

SSC Staff member in charge of drop off: \_\_\_\_\_

SSC Staff member in charge of pick up: \_\_\_\_\_

Notes:



**UC San Diego** Student Sustainability Collective  
at the Sustainability Resource Center

Price Center Room 10  
9500 Gilman Dr.  
La Jolla, CA 92093

## Inventory Sheet

<b>ITEM</b>	<b># OUT</b>	<b># IN</b>	<b>SSC INITIAL</b>	<b>WASHED</b>
Cups				
Plates				
Bowls				
Spoons				
Forks				
Knives				
Serving Platter				
Salad Bowl				

SSC Drop Off Signature: \_\_\_\_\_

SSC Pick Up Signature: \_\_\_\_\_

Charges

None

Fees assessed (note below)