



Waste Management Policy

Library meeting room users are strongly encouraged to comply with these Sustainability & Waste Management guidelines. Event organizers who choose not to comply with these 5 guidelines will be charged a Waste Management fee.

1. Only reusable, recyclable, or 100% certified compostable food and drink products are allowed in library meeting rooms.
2. Single-use plastic and Styrofoam cups, plates, and utensils are not allowed in library meeting rooms. (See below to learn about borrowing our reusable kitchenware).
3. At the start of every event, organizers should tell attendees how to dispose of waste, share expectations, and point out the room's waste containers. Guidelines for proper disposal are posted in every room. Additional resources can be found in our [Green Events Toolkit](#). When in doubt, throw it out.
4. Organizers should monitor recycling, trash, and compost bins throughout the event to keep an eye out for contamination.
5. Organizers must remove all leftover food, drink, and supplies at the end of their event. Consider asking participants to take leftovers home or donate them to a local food pantry. Do not leave any food, drink, or supplies in the catering kitchen or meeting rooms. This includes the refrigerator.



Catering Kitchen Use

Organizers must request use of the catering kitchen in advance when making room reservations. This helps us avoid scheduling conflicts with other events and gives you time to review and comply with our Waste Management Guidelines.

The catering kitchen includes:

- Reusable cups, plates, utensils, and serving ware for 60 - 100 people
- A 3-part dishwashing sink and a commercial dishwasher
- A commercial ice maker
- A refrigerator
- A microwave
- Bar mop towels and dishwashing soap
- 20 square feet of countertop for prep or serving

These amenities are provided free-of-charge to approved catering kitchen users.

Plan for approximately 20-30 minutes of clean-up following your meeting. Everything must be cleaned and put away before your reservation is completed.

If you plan to use our commercial dishwasher, please note that it takes ~30 minutes to pre-heat. Turn it on at the start of your event. Once heated, it takes under 5 minutes to run a complete cycle. Instructions for running the dishwasher are posted in the catering kitchen.

Users must provide their own paper products. We strongly encourage you to use 100% certified compostable paper products, which are widely available online and in stores. See below.

The kitchen does not have a coffee maker.



Sustainability Tips

Don't buy things that will end up in the landfill.

Reuse. Recycle. Compost.

Alternatives to plastic and Styrofoam:

1. Tell your caterer to omit all serving ware from your order and make use of the free, reusable plates, cups, glasses, and utensils in the library's catering kitchen instead.
2. Order reusable or compostable serving ware and utensils from your caterer. Many local restaurants and caterers can meet some or all of your sustainable serving ware needs. If not...
3. ...purchase your organization's own supply of certified compostable products. Certified compostable products are widely available from online and brick and mortar retailers. Here are just a few:

| Retailer | Brand | Note |
|------------------------------|--------------------------|----------------------------------|
| Eco-Products | Eco-Products | Free shipping orders over \$99 |
| Harris Teeter | Hefty EcoSave | Local stores |
| Target | Matter | Not available at UNC Franklin St |
| Walmart | Great Value Compostables | Local stores |

Bulk up:



- Avoid overly packaged products.
- Consider serving meals, snacks, and drinks in bulk, family style.
- Serve drinks from pitchers, coolers, or urns.
- Do not purchase single-serving water bottles.
- Serve creamer, sugar, and condiments in bulk.
- No plastic stirrers, single creamers, or straws.
- No plastic-lined coffee cups or printed/coated paper plates.

Learn more about the do's and don'ts of composting with a short video from library staff on [our YouTube channel](#).

If you'd like to learn more about how you can compost at home, visit the [Orange County Solid Waste Management Website](#).