

# Zero Waste Checklist for Facility Rentals



The City of Palo Alto requires meetings and events to practice **waste reduction**, **reuse**, **recycling** and **composting**. Violators may be denied to host future events in the city. Use this checklist to help guide your meetings and events.

**EVENT PLANNING - Avoid landfill items.** Reduce and reuse then recycle, and compost.

## REDUCE/REUSE are BEST

### Reduce:

- Get a headcount to minimize food waste and save money
- Serve foods that do not need utensils (e.g. kabobs)
- Provide drinks and condiments (sugars, ketchup, salad dressings, etc.) in bulk

### Reuse:

- Bring your own reusable and washable dishes, cups, and silverware
  - Zero Waste Party Packs are available for you to borrow for free. Learn more at [www.cityofpaloalto.org/zwparty](http://www.cityofpaloalto.org/zwparty)
- Choose reusable decorations
  - Use past decorations
  - Borrow from a friend
  - Buy from the thrift store
- CATERING - Choose a caterer who will supply reusable dishes and napkins
  - Ask the caterer to provide reusables, or have food presented on your own trays or dishes
  - Decline single use disposables



## COMPOST/ RECYCLE are GOOD – If it is necessary, choose compostables or recyclables.

### Compostable:

- BPI certified compostable plastics ([www.bpiworld.org](http://www.bpiworld.org)) and single use fiber utensils (bamboo)

### Recyclable:

- Aluminum foil, plastic cups (not foam plastic), and rigid plastic container (non-compostable)

## AVOID LANDFILL - Use packaging that is reusable, recyclable, or compostable.

- Plastic utensils (forks, knives, spoons, and straws) that are not compostable belong in the landfill
- NOT ALLOWED: Vendors are NOT allowed to provide foam plastic containers and single use bags
- Avoid balloons and other single use decorations

## WASTE STATIONS – Check in with your facility to see if they offer waste stations.

- Each waste station is required to have a green, blue, and black container, placed together, with proper signage
  - Locations of the stations should be convenient and visible
  - Standalone containers are NOT permitted



## ADDITIONAL TIPS:

- Let attendees know about your zero waste efforts in advance and encourage them to participate
- Ensure that the City of Palo Alto’s Zero Waste requirements are followed by everyone

## TIPS FOR OUTREACH MATERIAL:

- Handouts: Reduce, Reuse, and Recycle
  - Reduce: Provide any handouts online
  - Reuse: Reuse existing signs and banners (leave out the date when printing out new signs, and reuse)
    - ◇ Remember to print signs and banners on recyclable content
  - Recycle: Handouts - Print on 100% post-consumer recycled paper, both sides, with a soy-based ink
- Giveaways: Purchase useful and reusable giveaways, and avoid the packaging