

## **Guide to Being a Temporary Event Food Service Provider at Trent University**

Thank you for being part of an upcoming event at Trent University. We look forward to working with you. To start, we are sending you this information/request in advance to help you best fit in to our campus culture as it relates to food.

Most food service will generate waste material of some kind. Trent strives to minimize this impact as much as we can. In order to comply with our policies, do not use the following waste materials at your event on campus:

- single use water bottles
- polystyrene (most commonly known as Styrofoam)
- plastic carry-out bags

In addition to our comprehensive recycling program, Trent does have an on-campus organics diversion program that can compost paper-based containers such as fry boats and paper clam-shell style take out containers. Please note that materials must be truly compostable to be included in our system.

To assist us with providing waste diversion options at the event you are part of please fill out the following information.

Name of Event: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone Number/Email: \_\_\_\_\_

Trent Contact Person: \_\_\_\_\_

Type of Material	Purpose of material	Destination of Material			Approximate Quantity	Notes/ Comments
		Compost	Recycling	Garbage		
<i>Paper cups</i>	<i>Sampling food</i>	<i>Yes</i>			<i>800</i>	
<i>Mini plastic forks</i>	<i>Sampling food</i>			<i>Yes</i>	<i>800</i>	<i>Looking for compostable options</i>

If you have any questions, please feel free to contact our Sustainability Office at [sustainability@trentu.ca](mailto:sustainability@trentu.ca) or 705-748-1011 ex7157.