

# HMSC (Guin) Library Party Pack

Thank you for reserving and using the HMSC (Guin) Library Party Pack! By choosing to use reusable materials for your event, you are helping HMSC to operate as a more sustainable organization. Your participation in this effort is valued. The plates, cups, bowls and utensils in the HMSC (Guin) Library Party Pack are dishwasher safe.

## Contents of Tub (PLEASE inventory before AND after your event; record on the post-it note on bin lid)

20 large plates	20 knives
20 bowls	20 forks
20 cups	20 spoons
1 carry tote/1 Party Pack sign	

## Reservations & Care Instructions

1. Please reserve the Party Pack in advance of your event to ensure its availability
  - a. Sheet to come
2. Email the Guin Library [hmsc.library@oregonstate.edu](mailto:hmsc.library@oregonstate.edu) to arrange for pick up/return of the Party Pack
3. At the beginning of your event, remind your colleagues/attendees that the Party Pack items are **not** disposable
  - a. provide a location for the items to be returned for cleaning (the tote is an option)
  - b. display the Party Pack sign near the Party Pack items
4. Upon conclusion of your event, check the trash to make sure no Party Pack items were thrown away
5. Please use the Staff Lounge dishwasher to clean and dry the dishes
  - a. please **do not** stack the plates on top of each other in the dishwasher bottom rack as they are lightweight and may get pushed out of the rack onto the heating coils where they will melt
  - b. you may need to do multiple loads of dishes; please use the dishwasher detergent pods included in the Party Pack (they contain biodegradable detergent and are free of dyes, chlorine and phosphates)
    - i. with dry hands, place one (1) detergent pod in the main detergent cup and close the cover (the pods do not need to be broken open, but can be if they do not fit)
    - ii. use the second/third detergent pods to do additional loads of dishes, if needed
  - c. place the clean and dry dishes back into the plastic tub
6. Please account for all Party Pack items and make sure the inventory matches the contents noted above
7. Return the Party Pack to the Guin Library or arrange for us to pick it up!
8. Alert the Guin Library if any Party Pack item breaks or is no longer usable
9. Promote the use of the Party Pack to your colleagues