

# Indoor Facility Rental Waste Management Guide



## City Indoor Event Materials Requirements

To minimize waste going to landfill and maximize material recovery, all events held on City property must offer recycling, composting, and trash collection services. To support successful materials management, the City provides trash, recycling, and composting bins inside all room(s) available for rental. Additionally, all materials generated or provided by vendors and event organizers must meet the guidelines on page 2.

If bins are not located inside the room you are renting, or in inadequate supply, please inform the individual/department that took your registration or contact the following:

Quinlan Community Center	408-777-3120
Blackberry Farms/Park Facilities	408-777-3120
Senior Center	408-777-3150
City Hall/Community Hall	<a href="mailto:environmental@cupertino.org">environmental@cupertino.org</a> 408-777-3354

## Event Setup and Monitoring

- Create a central waste collection area to consolidate materials. Depending on the event size and quantity of vendors, multiple consolidation areas may be ideal.
- If not already arranged, place containers side-by-side in the same order for each station (see examples at right).
- Ensure City signage is visible so that event attendees can identify materials to be placed in trash, recycling, and composting bins.
- Event organizers will designate a materials monitor to oversee each waste station for the event duration. This individual will educate attendees and vendors on what materials can be placed in each container to maximize onsite recycling and composting. In addition, they will monitor and replace bags as they become full or heavy.



## NOT RECYCLABLE

**Polystyrene (Styrofoam™) is prohibited**



Avoid single use items like plastic bags & beverage bottles, recycle these plastics if you must use

## NOT COMPOSTABLE

Cornstarch materials & TaterWare™ are **NOT** accepted in Cupertino's compost collection; put them in the trash or use recyclable or paper products



Cornstarch Ware



Any Plastic-like Compostables



TaterWare™

## ACCEPTED RECYCLABLES



**All Plastics (#1-7 or unnumbered):**  
Cups, Plates, Bowls, Utensils, Straws, Lids, Containers, Bottles, Film Plastic



**Paper:**  
Mixed paper (clean to lightly soiled if used for food), cardboard, aseptics (e.g. juice boxes)



**Aluminum:**  
Cans, foil (clean to lightly soiled), aerosol cans (empty)

**Glass**

## ACCEPTED COMPOSTABLES



**Paper Products** (including food soiled):  
Napkins, Paper Towels, Cups, Plates, Bowls, Liners/Wrappers, Containers



**Cardboard** (including food soiled):  
Wax cardboard, paper cartons, pizza boxes, etc.



**Food Utensils:**  
Toothpicks, chopsticks, skewers, etc.



**All Food Scraps:**  
Bread, Dairy, Meat, Bones, Fruits, Vegetables, Coffee Filters/Grounds, Tea Bags, and Yardwaste

# Growing Greener Events

Tips to amplify & elevate your event's environmental practices

**NOTE: City policy prohibits use of polystyrene (Styrofoam™) on City property, including use for events.**

## REDUCE

Conserve resources & energy by preventing waste in the first place!

- Buy in bulk to reduce the amount of packaging used.
- Send & post flyers & notices electronically, rather than printing lots of copies.
- Print handouts double sided, on recycled content paper or better yet, direct attendees to a website for more info.
- Serve condiments in bulk rather than single packaged servings (e.g. creamers, butter, ketchup, etc.).
- Use napkins instead of disposable plates for "finger foods".
- Post large, easy to read displays rather than printing programs for information.
- Prohibit vendors from providing polystyrene (Styrofoam™).
- Ask vendors not to provide plastic bags, or individually wrapped items.

## REUSE

Conserve landfill space, money, and energy by prolonging the usefulness of products.

- Don't print dates on event materials, so that they can be reused for future events.
- Reuse packaging material.
- Donate unused or reusable items such as decorative materials and craft supplies to schools and non-profits.
- Donate floral arrangements and decorations to hospitals, nursing homes, & shelters.
- Use tablecloths, napkins, plates, and decorations that can be washed & reused.
- Instead of handing out disposable items, provide reusable bags/bottles as gifts.
- Use reusable towels, table cloths, napkins, and plates instead of disposable items.
- Request vendors offer reusable containers first & recyclable & compostable containers second.

## RECYCLE

Conserve raw materials, energy, & resources by returning materials for re-manufacture.

- Ensure all event materials can be recycled/composted in the City where the event is held.
- Buy products made from recycled content.
- Ensure caterers, vendors, and attendees use composting & recycling services.
- Flatten and recycle all cardboard boxes to minimize dumpster space.
- Print signs on paper core instead of foam core. If foam core is used, it can be donated to RAFT for reuse, [www.raft.net](http://www.raft.net).
- Print banners on cloth instead of vinyl. If printing on vinyl save it for later – it can be cleaned and reused!

## City of Cupertino Green Goals:

- Divert 75% of materials from landfill by capturing items as recycling & compost
- Conserve natural resources by minimizing the use of disposable items (i.e. plastic bags, water bottles)
- Eliminate litter & prevent debris from reaching creeks
- Promote and support events that "teach by example"- inspiring attendees to take actions at home



Questions? Contact Cupertino's Environmental Programs Division:  
[environmental@cupertino.org](mailto:environmental@cupertino.org), 408-777-3354