

| Document: | Reference: | Owner: | Section: | Applies to: | Review: |
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| Waste Checklist for Visitors and Hirers | FAC-WMM-QG | Centre Manager | Venue Hire and Facility Use (FAC) | Visitors, Hirers and User Groups | April 2029; 3-yearly |

Waste Checklist for Visitors and Hirers

Quick guide for reducing, separating and removing waste at Glenfield Community Centre

Please help keep the Centre clean and ready for the next user. If your booking creates extra rubbish, food scraps, packaging or decorations, you may need to take that waste away with you. Social / party hirers must bring their own rubbish bags and remove rubbish where required by the Room Hire Agreement or GCC staff.

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| <p>Before your booking:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan to avoid waste where practical: bring only what you need and avoid excess packaging. <input type="checkbox"/> For events, catering or social hire, bring rubbish bags and confirm whether you must remove waste from site. <input type="checkbox"/> Use reusable serving items where possible and avoid glitter, confetti, tinsel-filled balloons or messy decorations. <input type="checkbox"/> Tell your group, caterer or facilitator that GCC recycling must not be contaminated with food or general rubbish. <p>During your booking:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use the correct bins and follow any GCC signage or staff instructions. <input type="checkbox"/> Keep rooms, kitchens, walkways, toilets and the courtyard tidy during use. <input type="checkbox"/> Do not put food, liquids, soft plastics, polystyrene, nappies, batteries, e-waste or hazardous items in recycling. <input type="checkbox"/> Clean spills promptly and report broken glass, dumped waste, pests, overflowing bins or waste hazards to GCC staff. | <p>Before you leave:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove all rubbish required under your hire conditions, especially social, party, catering or event waste. <input type="checkbox"/> Leave the room clean and ready for the next user: wipe tables, clean whiteboards, return furniture and remove litter. <input type="checkbox"/> Kitchen users must clean surfaces and remove food debris, packaging and rubbish generated by their activity. <input type="checkbox"/> Do not leave rubbish beside bins, in cupboards, fridges, ovens, sinks, toilets, courtyards, car parks or hired rooms. <p>Extra costs may apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> GCC may charge for extra cleaning, rubbish removal, recycling contamination, abandoned waste, damage or contractor call-outs. <input type="checkbox"/> Future bookings may be restricted where waste requirements are repeatedly ignored. |
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What goes where?

| Recycling | Food scraps | General rubbish | Take away / special disposal |
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| Clean, empty, accepted recyclable items only. Keep food, liquids and soft plastics out. | Only where a food-scraps bin is provided and signage says the item is accepted. | Items that cannot be recycled or composted through GCC systems. | Hazardous waste, batteries, e-waste, chemicals, gas cylinders, bulky items, contractor waste and large event waste. |

Quick reminders:

| Do | Do not |
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| Reduce waste, use the correct bins, remove event waste, clean your space, report problems early. | Do not contaminate recycling, leave waste behind, overfill bins, dump outside waste, or pour fats / oils / food scraps down sinks. |

This checklist supports the Waste Management and Minimisation Policy, Room Hire Agreement and Room Booking Terms and Conditions. It is a quick-use guide and does not replace those documents.