

CALVIN DINING SERVICES

Equipment and Supplies Rental Policy

CONTACT: Knollcrest Dining Hall, ext: 6-7311

UPON AVAILABILITY, THE FOLLOWING ITEMS MAY BE
BORROWED THROUGHOUT THE SCHOOL YEAR:

- * Punch bowls & ladles
- * Insulated air voids (for hot & cold beverages)
- * China & Glassware
- * Silverware
- * Serving Utensils
- * Pitchers
- * Linen tablecloths (charge)
- * Linen napkins (charge)
- * Grills (charcoal must be ordered at additional charge)

Rental Procedures & Policies

1. Complete the equipment/supply form (including the RD's signature.) This form must be submitted to Knollcrest Dining Hall one week in advance. If less than one week's notice is given for equipment needs, it is at the discretion of the Food Service to determine if your request can be fulfilled.
2. All rented items must be returned cleaned and undamaged to Knollcrest Dining Hall before noon the following day.
3. A \$25.00 deposit is required for all rentals. This will be refunded when the equipment is returned (undamaged & clean.)
4. The Residence Hall or organization will be billed for missing items not returned within the specified time limit.
5. Additional labor charges will be imposed if special food service staff is brought in on unscheduled days to gather a request.