**CUSTOMER PROCEDURES FOR CHECKING OUT A CONTAINER (rev 9/7/21)**

* Enter the Marketplace and take a to go container (max of 3, any combination)
* Tap ID card
* Scan each container – please wait to be sure the Host acknowledges that the scan goes through
* Pick up a package of disposable flatware
* Take containers into the Marketplace and fill with what would typically be a meal for you (entrée, side dishe(s), dessert.) Keep in mind you entire to-go meal should find inside the container(s) you’re using.
* If bringing in a guest who wants to use a to go container, inform the Host. Keep in mind any containers checked for a guest are the responsibility of the meal plan holder to be returned
* Tap ID card on the way out
* If using the program but paying for a meal with Jay Bucks, charge or cash, pay for the meal first and then follow the above procedure with the Host.
* Meals eaten in house follow the same procedure as before

**CUSTOMER PROCEDURES FOR RETURNING A CONTAINER**

* Empty and rinse out containers as much as possible
* Close the container/replace the lid
* Take it to the return station in the Jays Nest
* Scan bar code for each container returned – be sure the large green check mark appears on the screen indicating a successful return. If no check mark appears, inform a member of the Jays Nest staff immediately
* Containers must be scanned in for customer to be credited with the return. Containers left outside the door are considered lost and customer will be charged.

**ADDITIONAL INFO**

* Everyone who holds a current, valid Elizabethtown College ID, regardless of whether they have a meal plan or not, will be loaded with a maximum of three take out containers in any combination. Customers without an Elizabethtown College ID may NOT take part in the to-go program. We will no longer offer disposable to-go containers.
* Disposable flatware is available for pick up at the Marketplace Host station. Metal flatware should not be taken with a to-go meal.
* There is no time limit for a customer to have a container checked out, but since they should not be re-used, returning them in a timely manner is encouraged.
* The to-go program is meant to be used as a meal replacement option consisting of what you would consume at a normal meal – example would be an entrée, side(s) and a dessert. The entire to-go meal should fit inside the container(s) being used.
* Containers are to be used only by the individually processing the to go meal or that individual’s guest. Dining Services is not responsible for safe food handling once filled containers leave the department. Per Pennsylvania health codes, containers cannot be re-used but must be returned so they can be cleaned and sanitized by the department.
* This program was implemented to encourage sustainability, to increase awareness of food insecurity, and to help minimize waste, both food and paper.
* Any repeated misuse of the to-go program will result in the suspension of to-go privileges for the remainder of the current semester.