



Simple Ways To Green Meeting Rooms

Pollution Prevention in the Hospitality Industry

Are you looking for ways to reduce waste and save energy in your meeting rooms? Want to improve the environment and your bottom line? The U.S. Environmental Protection Agency (EPA) Region 2's Pollution Prevention (P2) in the Hospitality Industry website (www.epa.gov/region02/p2/hospitality/index.html) can help. The website offers tips and resources you can use in your meeting rooms to reduce your facility's environmental footprint.

Energy

- Turn off lights and heating or air-conditioning when meeting rooms are not in use. These rooms are usually large and require a great deal of energy to light, heat, and cool.

Waste

- Use reusable, biobased, biodegradable products, including utensils, napkins, and tablecloths, when food and beverages are served.
- Use bulk dispensers or reusable containers for beverages, food, and condiments. Wash the dispensers or containers rather than throwing them away.
- Eliminate stir sticks and cocktail napkins.
- Place notebooks in a central location for attendees to take as needed instead of handing them out to everyone. In addition to notebooks, provide a stack of loose-leaf paper for attendees who don't need an entire notebook.
- Provide in-room recycling containers.
- Ask meeting host to have attendees select meals in advance so there is less excess food. If you do have a surplus of uneaten food, donate it to your local food bank.

This is part of a series of fact sheets to help you prevent pollution throughout your hospitality facility. Read the entire series for additional resources.

- Green Teams
- Facilitywide
- Offices
- Guest Rooms
- Restrooms
- Housekeeping
- Operations
- Restaurant – Front
- Restaurant – Back
- Meeting Rooms
- Grounds



- Post meeting room locations electronically instead of wasting paper or poster board on schedules and signage.
- Reuse boxes and packing materials for outgoing shipments. Create an area in your facility to save these boxes, and tell employees where to find them when they want to ship or mail something.

In the “Going Green” section of the website, find more tips and resources. Start at the top of each list for easier—and less expensive—ideas, and scroll down for more advanced P2 opportunities. Learn how to implement these strategies in your meeting rooms by visiting the “Resources” section of the website.

Related EPA Resources

ENERGY STAR®

www.energystar.gov

WasteWise

www.epa.gov/wastewise

EPA Region 2 Pollution Prevention

www.epa.gov/region2/p2

EPA Partnership Programs

www.epa.gov/partners

EPA Green Meetings

www.epa.gov/opptintr/greenmeetings