

# **JMC Crockery Bank**

## **Simple Process for Borrowing Crockery**

*(Guideline for the Borrowing Department/Society etc)*

1. Fill in an application at least 4 to 7 working days before your event and get it approved from the principal. (available both at principal's office and crockery bank room number b 1)
2. Give the original copy with principal's signature to the crockery bank. Keep a duplicate copy for your reference.
3. JMC Crockery Bank will supply the required crockery items for FREE to any event/seminar/conference/parties organized by the College/ departments or / Societies / Staff / Non -Teaching staff Associations. However, you are required to pay a Refundable Security Deposit as a a caution money for safe returning and Handling of borrowed crockery.
4. You are to give a Crossed Cheque favouring The Principal, Jesus and Mary College for the security deposit to the Crockery Bank Team Head / Member along with the application form. Please note that the cheque could be issued by a faculty/student member from their personal account and the cheque will be returned after the borrowed crockery is deposited with the bank.
5. The borrowing department has to undertake to get the crockery cleaned and dried from the Canteen staff whose name/s will be informed. Kindly ensure to pay the washing allowance DIRECTLY to the cleaning staff as per the rates given by the crockery bank.

6. Kindly COLLECT THE CROCKERY SETS on the date and time specified by the crockery bank AND COUNT IT BEFORE TAKING IT.
7. After the event is over, get the crockery cleaned and washed well and return all the borrowed crockery in good condition.
8. The crockery bank will return the security deposit cheque after receiving all the borrowed crockery.
9. In case of any loss or damage to the borrowed crockery items, the cost price of crockery will be charged in cash against a Receipt by the crockery bank (Cost Price and Security Rate Charts are available at the bank premises – Room Number B 1, Ground Floor).
10. In case the department/society/college etc engages a caterer who may use any banned plastic crockery items, the caterer is to be requested to use either safer crockery or told that the college steel crockery will be given at a nominal rent of Rs 3 per set (1 lunch thali, 1 steel glass and 1 spoon), which is only to send a message that there is no free ride for commercial purposes.

*Dr. Anshu Jain*

Signature of Principal

Date 27.11.2019

Officiating Principal  
Jesus and Mary College  
Chanakyapuri,  
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