

Pi Beta Phi: CA Zeta

House Rules Addendum: Late Plate Policy

In general, to-go boxes / late plates are discouraged as coming to dinner is a great way to get to know other members of the chapter. However, class, work, or club conflicts may inhibit members from their weekly meals; in this case, you have 2 options:

1. To-go box: member requests a to-go box if she is at the chapter house but cannot stay for dinner and would like to take her food with her.
2. Late-plate: member requests a late-plate if she will miss the dinner window entirely (5:30-6:30 pm) and would like to pick up a pre-filled plate made by the kitchen staff; this plate can be picked up from the designated late-plate refrigerator

The procedures for requesting a to-go box or late plate are detailed below, depending on whether you are live-in or live-out member.

Live-out Members

- Live-out members may come to the house for 3 meals per week
 - Monday chapter dinner, Friday brunch, and one other dinner of choice (Tuesday, Wednesday, or Thursday)
- Late-Plate Procedures
 - Member signs up as usual on the weekly spreadsheet BY SATURDAY 10:00 PM
 - To request a late plate: go to the “Meals” tab on the OurHouse app and click “Request” for the meal that you are going to miss
 - The deadlines for requesting a late plate are as follows:
 - Monday-Thursday Dinner: 3:00 PM the day of
 - Friday Brunch: 10:00 AM the day of
- To-Go Box Procedures
 - Member signs up as usual on the weekly spreadsheet BY SATURDAY 10:00 PM
 - To request a to-go box: write “(to-go box)” next to your name
 - Ex: First Last (to-go box)
 - To-go boxes will only be handed out to members who sign up

Live-in Members

- Live-in members are always accounted for in daily meal numbers, so do not need to fill out the weekly sign up spreadsheet
- Live-in members may request late plates for either lunch or dinner
- To request a late plate: go to the “Meals” tab on the OurHouse app and click “Request” for the meal that you are going to miss. The deadlines for requesting a late plate are as follows:

- Monday-Thursday Lunch: 10:30 AM the day of
- Monday-Thursday Dinner: 3:00 PM the day of
- Friday Brunch: 10:00 AM the day of
- Each member will be given a reusable container, which will be labeled with her name. Members will leave her designated container on the table by the kitchen door before meal time, so that the kitchen staff can fill it. Each live-in member is responsible for cleaning out her container before the next use. If missing back-to-back meals (lunch & dinner of the same day), a compostable container will be used for the second meal.
- All late-plates will be left in the late-plate refrigerator, and must be picked up within 24 of being requested. If a container is in the refrigerator after that timeframe, the kitchen staff may discard the meal.