



Event Recycling Equipment Application

EVENT INFORMATION

Organization _____

Event Name _____

Event Location _____

Event Date(s) _____ Expected Attendance _____

CONTACT INFORMATION

Name _____

Cell # _____ Home or Work Phone # _____

Email _____

RESERVATION DATE FOR PICK-UP/ RETURN

Pick-up Date (M-F) ____/____/____
Time: _____

Return Date (M-F) ____/____/____
Time: _____

All equipment must be returned within three business days after your event or your deposit will be forfeited.

Note: Our building is closed on Saturdays, Sundays & holidays.

Since our two-person team spends most of our time out in the community, you are required to **pre-schedule an appointment** for pick-up AND return.

Available for appointments:
9:00 a.m. - 4:00 p.m. (Weekdays)

RETURN/CLEANING REQUIREMENTS

- *Ensure metal frames and plastic lids are free of mud, grass, sand, gum, etc.
- *Wipe down the frames and lids with Lysol wipes (provided) or soap and water (prior to returning).
- *Please do not adhere any tape or additional signs to the lids or frames.

PICK-UP & RETURN INFO

Waste Trac Education Team

Office is located at:
1500 Bluff Street
Cedar Falls, IA 50613
(One block east of the Cedar Falls Recycling Center/Transfer Station).
(319) 266-TRAC (8722)

Pre-schedule your pick-up & return appointments for between:
9:00 a.m. – 4:00 p.m. (M-F)

RECYCLING FRAMES & 2-WHEELED CARTS

REFUNDABLE DEPOSIT REQUIRED

A deposit check must be dropped off or mailed in advance for recycling frames and carts. You must meet the requirements in this loan agreement for deposit return.

DEPOSIT CHART:

1 - 25 recycling frames	\$50 Deposit
26 - 50 recycling frames	\$100 Deposit
51 - 75 recycling frames	\$150 Deposit
76 - 105 recycling frames	\$200 Deposit
1 two-wheeled cart	\$100 Deposit
2 two-wheeled carts	\$200 Deposit

OF BLUE FRAMES REQUESTED _____

OF GREEN FRAMES REQUESTED _____

OF PAPER FRAMES REQUESTED _____

OF CARTS REQUESTED _____

FRAME DEPOSIT \$ _____

CART DEPOSIT \$ _____

TOTAL DEPOSIT \$ _____

Please make deposit checks payable to the **Black Hawk County Solid Waste Management Commission**. The equipment is not considered reserved until the rental form is approved for your event and the deposit is paid. Frames will be loaned out on a first-come, first-served basis AFTER this application & your deposit have been received by the Waste Trac office.

Deposit checks are refundable. Checks will simply be held until equipment is properly returned and then given back to you. When returning equipment, please allow adequate time for an inventory and inspection of the equipment.

*Failure to clean the lids & frames before returning will result in a **\$50 cleaning fee**. If a frame or lid is missing or returned unusable, your deposit check will be held and you will be billed **\$50 for each** missing or unusable piece. Replacement costs for the carts are **\$250/cart**. The deposit will be returned once the bill has been paid.

HOW MANY FRAMES SHOULD WE GET?

First, estimate how many attendees will be at your event, how spread out they will be, what containers food vendors will have, and also how many garbage cans will be at your event. Keep in mind that attendees will not walk a long distance to dispose of their garbage or recyclables. **Recycling frames should not stand alone – each type of frame should always be grouped with your garbage cans!** For example... if you have 8 garbage cans, we recommend 8 plastic bottle frames and 8 frames for 5 cent deposit containers. Throughout your event area, create a “waste station” by placing one of each type of frame with **each** garbage can.

SUBMIT FORM:

EMAIL: tturner@co.black-hawk.ia.us

MAIL: Waste Trac Education Team
1500 Bluff Street
Cedar Falls, IA 50613



Event Recycling Equipment

Recycling frames and carts can be checked out free of charge in any quantities (subject to availability) on a first come, first served basis. Equipment is available for loan based on the date the application AND deposit are received by the Waste Trac office:

- 50 Blue Recycling Frames with Blue lids (and Blue bags)
These frames are labeled “**PLASTIC BOTTLES ONLY**” to collect water bottles & sports drink bottles.
- 50 Green Recycling Frames with Green lids (and Clear bags)
These frames are labeled “**5¢ DEPOSIT CANS & BOTTLES ONLY**” to collect items such as soda cans & beer cans, and soda & beer plastic bottles (No Glass 5¢ Deposit Containers).
- 5 Green Recycling Frames with Green Lids (and Green bags)
These frames are labeled “**PAPER ONLY**” to collect office paper during **indoor** festivities/workshops.
- Bags are provided free of charge - however, unused bags should be turned back in at your return appointment.
- Tote with cleaning supplies will be provided.
- 12 Awareness Signs can clip on any style of recycling frame to promote usage and to help educate participants.
- 2 Carts for holding and moving the recycling frames around your location. **Each cart can hold ten recycling frames and ten lids.**
A pickup or trailer will be needed for hauling these large carts.

Please initial and sign below to certify that you understand and agree to abide by the following requirements:

Deposit: A refundable deposit for checking out equipment is **due at least two weeks prior to your Pick-up Appointment**. All equipment must be returned in the same condition in which it is received. A \$50 cleaning fee will be assessed if equipment is returned dirty (without wiping down spills or removing mud/sand/grass/gum). Individuals attempting to modify or attach anything to the containers will result in their deposit being forfeited. Please make checks payable to **Black Hawk County Solid Waste Management Commission**. The equipment loan is not reserved until the application is approved by the Waste Trac Education Team AND the deposit is paid. Checks will be held until equipment is properly returned. Your original deposit check will be given back to you.

Loan Agreement: I certify that I am an authorized representative of the organization listed, and that the above statements are true to the best of my knowledge. I and/or the organization I represent agree to be bound by all applicable regulations and policies. I further understand that replacement costs are \$50 for each frame and each lid and \$250 per cart. I and/or the organization that I represent agree to indemnify, defend and hold harmless Black Hawk County Solid Waste Management Commission and Black Hawk County, Iowa, its officials, its agents, and employees against any and all claims, damages, losses and expenses, including legal fees arising out of or in any way associated with the event of the use of this equipment. All equipment must be returned within three business days after your event or deposit will be forfeited. Leaving frames unsecured outside the Waste Trac office (ex: missed/lack of scheduled “Return appointment”) will forfeit your deposit.

Recycling Reminder: I understand that I and/or the organization that I represent agree to properly recycle the materials collected. I certify that I and/or the organization that I represent will be responsible for delivering recyclable materials which are collected at our event to a city or commercial recycling facility or area redemption center. I agree that none of the recyclable materials collected will be thrown away.

Signature _____

Date _____

FOR STAFF USE

	Pick-up Date	#	Initials	Item	Return Date	#	Initials
Registration Received (Date): _____							
Approved _____ Denied _____				Blue Frames & Lids			
Reason Denied _____				Green 5¢ Frames & Lids			
Notified (Date): _____				Green Paper Frames & Lids			
Deposit Received (Date): _____ (Must be at least 2 wks prior to event)				Carts			
Ck Amt. _____ Ck# _____				Clipboard (with paperwork)			
Deposit Returned (Initial here to verify) <input type="checkbox"/>				Bags for Frames (10 per roll)			
Date: _____ Mailed/In Person/ Shredded (per Reservee)				Cleaning Tote & Lysol Wipes			
				Awareness Signs			