



# Recycle and Compost Bin Reservation and Loan Agreement

Please complete this form and fax to (541) 682-2353 or email to [kelly.bell@co.lane.or.us](mailto:kelly.bell@co.lane.or.us)

Event Name  Event Location (park, facility)

Event City  Event Date (s)  Expected Attendance

### Event Manager/Coordinator/Committee Chair Contact Information:

Name and Position  Email Address

Mailing Address  Phone Number

### Event Recycling Coordinator Contact Information:

Name  Cell Phone  Email Address

**TIP:** The event's Recycling Coordinator might also be the Facilities or Operations Manager, the Sustainability Coordinator or Volunteer Coordinator. Call 682-2059 to obtain a list of local/regional Event Recycling Coordinators available for hire.

### Volunteer Coordinator Contact information:

Name  Cell Phone  Email Address

**TIP:** The same staff or volunteers that empty trashcans can also be employed to top-sort bins periodically during the event (or dump and sort behind the scenes) in order to keep recycling and compost free of contaminants. Alternatively, friendly volunteers can be assigned to instruct guests at the recycling/compost/garbage stations.

Name of Garbage Hauling Service

Quantity of trashcans available to guests

**TIP:** In most cases the garbage hauling company provides recycling service. Some garbage hauling companies may be able to provide waste diversion information by pre-arrangement.

**IMPORTANT:** An equal number of recycle bins must be reserved. Trash and recycle containers attract incorrect materials if they are allowed to stand alone. (Trashcans are not provided by this loan program.)

## Which materials will be collected from guests?

Please list:

Some typical materials; Aluminum beverage cans, Plastic beverage bottles, Paper programs and literature, Compostable food scraps, Compostable dishware

**TIP:** For a list of some companies that sell compostable dishware go to: [www.lanecounty.org/PW\\_WMD/eventrecyclingtips](http://www.lanecounty.org/PW_WMD/eventrecyclingtips)



## Which materials will be collected from vendors?

Please list:

Some typical materials; Cardboard, Clean film and plastic bags,  
Clean metal food cans, Compostable food scraps

**\*NOTE:** This loan program offers recycle bins (blue) and compost bins (green), with signs attached, for use in areas frequented by guests. Signs give instructions for materials to be collected "commingled."

Successful *vendor* recycling is most often achieved through education and instruction, alerting vendors to the commercial trash and recycling hauler's collection area.

By checking this box I agree that I am authorized to borrow the listed items on behalf of

Event or Organization

and will return the bins and signs clean and in good condition by the date and time agreed upon. I agree to pay \$50 replacement cost for any set that is damaged or incomplete. I agree to pay \$25 cleaning cost if bins or signs require cleaning before another group can use them. I agree to pay \$25 late charge if bins are returned after the time and date agreed upon.

Additionally, I agree to indemnify, defend and hold harmless Lane County Waste Management, its officials, agents and employees from and against any and all claims, damages, losses and expenses, including legal fees arising out of, or in any way associated with, the event or use of these items.

Kelly Bell - Master Recycler Coordinator  
Lane County Public Works Waste Management Division  
3100 E 17th Ave Eugene OR 97403

Desk (541) 682-2059   Cell (541) 255-5665   Fax (541) 682-2353   Email [kelly.bell@co.lane.or.us](mailto:kelly.bell@co.lane.or.us)