

# Special Event Recycling Bin Lending Program

## Borrowing Organization Responsibilities

The public venue recycling bins are available to be lent to any municipality in the state for use by local events and are not limited to regional resource authority regions or project towns. The bins may be used at events not sponsored by a municipality but the request for receptacles must come from the municipality. Borrowing Organizations are responsible for the following:

- Pick-up and drop-off of bins before and after special event.
- Maintain cleanliness of receptacles. Receptacle frames and covers should be washed or wiped down after every use.
- Report any damaged receptacles to the Lending Hub.
- Make precautions to ensure lids and frames are used appropriately and treated with care to prevent damage.
- Secure the receptacles on windy days if necessary. Options for stabilizing frames include using tent stakes, bricks, sand bags, bundling containers together, or other provisions provided they do not damage the receptacle.
- The bins may not be modified, loaned or transferred to a third party without the consent of the Lending Hub.
- Must track and report event details and recycling collection amounts and weights to DEEP via online Survey Monkey ( <http://www.surveymonkey.com/s/H25BGPH>). Data reported must include town, regional entity, event name, event location, event date, type of event (agricultural, downtown, music/art, etc.), duration of event (in hours), estimated # attendees, # clear stream bins used, # bags of recyclables (bottles and cans) generated, TOTAL weight of recyclables (bottles and cans) collected, feedback on lending program, how the bins held up, what you might do differently next time, promotion of bin usage, etc.

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Date and Name of Event: \_\_\_\_\_

City/Town: \_\_\_\_\_

Number of Bins Borrowed: \_\_\_\_\_

Date Borrowed: \_\_\_\_\_

I agree to return borrowed recycling bins in the same condition and cleanliness as when they were borrowed.

\_\_\_\_\_  
(Printed Name of Borrower)

\_\_\_\_\_  
(Signature of Borrower)

\_\_\_\_\_  
(phone number)

Date Returned: \_\_\_\_\_ Signature of Lending Hub Representative: \_\_\_\_\_

Return Completed form to:

Arlene Miles

Public Works

4 Turkey Hill Road

Newtown, CT

203-270-4300