



Event Clean Up Supply Reservation Form Instructions

This form may be filled out electronically using your computer:

- **Cursor will blink in the box currently being used**
- **The form can be saved to your computer at any time**
- **Use the “tab” key to advance to the next box**
- **Place your cursor in a box to go back**
- **Use the “enter” key to place or remove a check in a check box**
- **If interrupted before the form is completed, this document can be saved and finish at a later time**
- **To sign the form in Adobe Acrobat or Adobe Reader using your computer:**
 - **If you have a digital signature, apply it now to the signature box. If you do not have a digital signature, follow the steps below:**
 - **Tab to the signature box (so it is highlighted), but DO NOT put the cursor in it and start to type**
 - **Click the Sign button (looks like a little pen) up in the Tasks toolbar and choose Apply Ink Signature. The cursor changes to cross-hairs**
 - **Click where you want to sign, and draw your signature (don’t worry if it does not look perfect)**
- **When you have finished the form, save the file to your computer**
- **Attach the file to an email and send it to nwr@mwatoday.com**

Clean-up Supplies

EVENT RESERVATION

EVENT INFORMATION

Organization _____
 Event Name _____
 Event Location _____
 Event Date(s) _____ Expected Attendance _____

CONTACT INFORMATION

Name _____ Home/Work No. _____ Cell No. _____
 Email _____

DEPOSIT REQUIREMENTS

A deposit check must be dropped off for clean-up supplies. You must meet the requirements below for deposit return. Your deposit will not be returned if these items are not returned in the condition in which you rented them. Cleaning the litter grabbers immediately after use makes the job much easier.

RETURN/CLEANING REQUIREMENTS

- Ensure cleanup supplies and/or duffle bags are free of mud, grass, sand, gum, etc.
- Wipe down the litter grabbers with soap and water.
- Remove any other forms of debris from the cleanup supplies and/or duffle bag(s).

LOST OR DAMAGED

Should any item be lost or returned damaged or unusable (beyond normal wear and tear), you will be assessed a fee of: \$5/grabber; \$10/pair gloves; \$5/vest; and \$20/duffle bag.

DEPOSIT	NO. REQUESTED	ITEM TOTAL
Litter Grabbers	_____ x \$5/piece	= _____
Leather Gloves	_____ x \$10/pair	= _____
Safety Vests	_____ x \$5/vest	= _____
Duffle Bags	_____ x \$20/bag	= _____

TOTAL DEPOSIT
 \$ _____

USE AGREEMENT

I understand the terms for use of these supplies.

 Signature Date _____ / _____ / _____

RESERVATION DATE FOR PICK-UP/ RETURN

(Maximum of two business days prior to event and after event.)

Pick-up Date (TUE-FRI) ____ / ____ / ____
 Return Date (TUE-FRI) ____ / ____ / ____

NOTE: Our building is closed on Monday, Saturday and Sunday. Schedule between Tuesday through Friday.

DEPOSIT OPTIONS

BY CHECK

Deposit checks are refundable.

BY CREDIT CARD

You can leave your credit card number with us as a deposit.

CASH ACCEPTED

PICK-UP & DROP-OFF INFO

Address

Regional Collection Center
 1105 Prairie Dr. SW
 Bondurant, IA 50035
 515-967-5512

Hours

8 a.m. to 5 p.m.
 Tuesday-Friday

NOTE: Our building is closed on Monday, Saturday and Sunday

When You Arrive

When picking up or dropping off containers, please park in one of the angled parking spaces provided on the west side of the building.

Do not park under the overhang.

SUBMIT FORM

EMAIL: nwr@mwatoday.com

FAX: 515-967-1772

MAIL: Regional Collection Center
 Attn: Green Events Program
 1105 Prairie Dr. SW
 Bondurant, IA 50035

FOR STAFF USE

PICK-UP/DROP-OFF VERIFICATION

 Signature Date of Pick-up ____ / ____ / ____

 Signature Date of Return ____ / ____ / ____

Check here to verify deposit was returned.