



Event Stands 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**
- **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**

Recycling Stands & Trash Supplies

EVENT RESERVATION

EVENT INFORMATION

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

CONTACT INFORMATION

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

RECYCLING STANDS

REFUNDABLE DEPOSIT REQUIRED

A deposit check must be dropped off for recycling containers. You must meet the requirements below for deposit return.

DEPOSIT RANGE

01-10 = \$100	31-40 = \$400	61-70 = \$700
11-20 = \$200	41-50 = \$500	71-80 = \$800
21-30 = \$300	51-60 = \$600	81-90 = \$900

NO. REQUESTED _____

DEPOSIT \$ _____

RETURN/CLEANING REQUIREMENTS

- Ensure metal stands and plastic lids are free of mud, grass, sand, gum, etc.
- Wipe down the metal stands and plastic lids with soap and water.
- Remove any other forms of debris from the metal stands and plastic lids.

Failure to properly clean the containers will result in a \$50 cleaning fee. If a container is missing or returned unusable, your check will be held and you will be billed \$30 for each missing/unusable container. The deposit will be returned once the bill has been paid.

TRASH BOXES/BAGS

ONE-TIME PURCHASE

Metro Waste Authority does sell cardboard trash boxes and bags for events as a convenience to those also checking out the recycling stands. These are a one-time purchase and not returnable.

NO. REQUESTED _____

Trash Box _____ x \$8.50/piece = _____
 Trash Bag _____ x 50¢/piece = _____

TOTAL PURCHASE \$ _____

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.

PAYMENT/DEPOSIT OPTIONS

BY CHECK

If reserving recycling stands and purchasing trash, please make out two separate checks.
Deposit checks are refundable.

BY CREDIT CARD

You can leave your credit card number with us as a deposit, and pay with a separate transaction if purchasing trash containers and bags.

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.