



PDF Form Instructions

This form may be filled out electronically and can be saved to your computer at any time, so if you don't have all information required or are interrupted.

- Cursor will blink in the box currently being used
- Use the "tab" key to advance to the next box
- To go back, place your cursor in that box
- Use the "enter" key to place or remove a check in a check box
- When you have finished the form, save the file to your computer
- Attach the file to an email to the email noted on the form.

Cleanup 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 must be dropped off for cleanup 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.

PICK-UP & DROP-OFF INFO

Address

Metro Hazardous Waste Drop-Off
 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.

DEPOSIT OPTIONS

PREFERRED METHOD

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

OTHER OPTIONS

Cash and checks are also accepted.

SUBMIT FORM

EMAIL: nwr@mwatoday.com

FAX: 515-967-1772

MAIL: Metro Hazardous Waste Drop-Off
 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.