



Porter County
**RECYCLING
 & WASTE REDUCTION**

155 Indiana Avenue, Suite 314, Valparaiso, IN 46383

Phone (219) 465-3694 • Fax (219) 465-3696

www.PorterCountyRecycling.org

EVENT RECYCLING CONTAINER LOAN FORM

This form must be completed in full and returned to Porter County Recycling & Waste Reduction District by fax (219) 465-3696 or email to info@portercountyrecycling.org. Receipt of form does not guarantee use of event containers if supplies are not available.

EVENT DETAILS									
EVENT NAME:	EVENT DATE(S):								
EVENT LOCATION/FACILITY:	EVENT HOURS:								
EVENT ADDRESS:	ADMISSION FEE - if yes indicate amount(s): <input type="checkbox"/> Yes <input type="checkbox"/> No								
EVENT CITY / STATE / ZIP:	PUBLISH ON OUR WEBSITE: <input type="checkbox"/> Yes <input type="checkbox"/> No								
SPONSORING ORGANIZATION:	HANDICAP ACCESSIBLE: <input type="checkbox"/> Yes <input type="checkbox"/> No								
EMAIL:	PUBLIC WELCOME: <input type="checkbox"/> Yes <input type="checkbox"/> No								
WEBSITE:	TYPE OF EVENT (check all that apply)								
MAIN CONTACT:	<input type="checkbox"/> parade <input type="checkbox"/> private <input type="checkbox"/> cultural <input type="checkbox"/> holiday <input type="checkbox"/> arts/crafts <input type="checkbox"/> consumer <input type="checkbox"/> sports <input type="checkbox"/> fair/carnival <input type="checkbox"/> agricultural								
CONTACT TITLE:	EQUIPMENT REQUESTED								
CONTACT PHONE:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #808000; color: white;"> <th style="width: 20%;">QTY:</th> <th>DESCRIPTION:</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td>LIDS</td> </tr> <tr> <td style="height: 20px;"></td> <td>FRAMES</td> </tr> <tr> <td style="height: 20px;"></td> <td>BAGS (return unused portion)</td> </tr> </tbody> </table>	QTY:	DESCRIPTION:		LIDS		FRAMES		BAGS (return unused portion)
QTY:	DESCRIPTION:								
	LIDS								
	FRAMES								
	BAGS (return unused portion)								
CONTACT EMAIL:									
Provide a description of the event in 25 words or less. You may attach materials related to the event. Events without descriptions will not be posted on social media.									

EVENT RECYCLING CONTAINER LOAN FORM

TERMS OF USE

- Equipment will be inspected by District personnel upon return.
- The District reserves the right to determine if returned equipment is damaged beyond use.
- Replacement costs of \$20/lid and \$40/frame will be imposed if equipment is lost or damaged beyond use.
- Equipment should be picked up one week prior to event and returned within two days after event.
- Contact the District at (219) 465-3694 or info@portercountyrecycling.org to schedule use.
- Event organizers are responsible to provide the District with the number of bags collected/recycled at the event.

MUST BE COMPLETED AT PICKUP

I certify that I am an authorized representative of _____ and I counted and received in usable condition ____ LIDS, ____ FRAMES and ____ BAGS on the date below. I acknowledge that I have read the *Terms of Use* and that I and/or the organization I represent agree to such and that any violation of of said terms will result in forfeiture of future participation in this program. I further acknowledge that I and/or the organization I represent agree to indemnify, defend, and hold harmless Porter County Recycling & Waste Reduction District, its officials, its agents, and employees against any and all claims, damages, losses, and expenses, including legal fees arising out of or in any way associated with the event of the use of this equipment.

Authorized Representative Signature	Printed Name	Date
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District Representative Signature	Printed Name	Date
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MUST BE COMPLETED UPON RETURN

Upon return of the event recycling container equipment, District personnel will inspect the condition of the returned equipment in the presence of authorized representative of the borrowing organization. If the District determines the equipment is lost or damaged beyond use, a replacement fee will be assessed to the borrowing organization.

			CONDITION		FEE ASSESSED
DESCRIPTION:	QTY BORROWED:	QTY RETURNED:	# ACCEPTABLE	# DAMAGED/LOST	\$20/LID - \$40/FRAME
LIDS					
FRAMES					

			RECYCLED		
DESCRIPTION:	QTY BORROWED:	QTY RETURNED:	# FULL BAGS	# 1/2 BAGS	# LESS THAN 1/2
BAGS					

The event recycling container equipment borrowed by _____ was returned and inspected on _____ by District personnel as noted above. The District and the authorized representative of the borrowing organization agree to the inspection results and, if necessary, to the replacement fees assessed.

Authorized Representative Signature	Printed Name	Date
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District Representative Signature	Printed Name	Date
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The Recycling & Waste Reduction District of Porter County is an equal opportunity employer. We prohibit discrimination on the basis of race, color, religion, sex, equal pay, age, national origin, disability, military status, status as a protected veteran, pregnancy, sexual orientation, gender identity or any other protected characteristic as outlined by federal, state and/or local law(s).