



Portable Recycling Unit – Loan Program Application/Agreement Form

The City of Encinitas is happy to loan ClearStream recycling containers to your organization to assist with event recycling. Complete this form as far in advance of your event as possible and e-mail to **Bill Wilson (bwilson@encinitasca.gov)** so your organization can be placed on the schedule to ensure that portable ClearStream recycling units can be reserved for your event (**please PRINT all information except signature**). Loans are on a first come-first served basis. Maximum loan period is one week (exceptions will need to be pre-approved).

An authorized representative of the receiving organization will need to sign for the containers. You are responsible for the containers until their return. If containers are broken or missing parts upon return, the borrowing organization will be responsible for the replacement cost, which is currently \$50.00 each.

The borrowing organization is responsible for setting up the containers. You are also responsible for removing bags from the frames, cleaning the frames and lids, and recycling the collected materials.

EVENT NAME and DESCRIPTION (include event announcement, if available)

EVENT DATE(s): _____

EVENT LOCATION: _____

EVENT SPONSOR NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

E-MAIL: _____

of UNITS NEEDED (to be placed next to every trash can): _____ **# of Bags:** _____

PICK-UP DATE & TIME: _____

RETURN DATE & TIME: _____
(Public Works Facility 160 Calle Magdalena, Encinitas, CA 92024)

LOAN GUIDELINES FOR CITY OF ENCINITAS PORTABLE RECYCLING UNITS (PRUs):

1. All PRUs shall be picked up and returned to City of Encinitas Public Works located at:
160 Calle Magdalena, Encinitas Attn: Bill Wilson, (760) 633.2846
2. One PRU includes: Frame, lid/cover, labeling and 1-5 clear plastic bags, as needed.
3. A **refundable deposit*** is due no later than 14 days prior to the event: 1-5 units \$50.00; 6-15 units \$75.00; 16+ units \$100.00, checks payable to: City of Encinitas.
4. All PRUs must be returned in the same condition in which received, i.e., clean and undamaged.
5. A \$20.00 per hour cleaning fee/damage cost will be deducted from the deposit, as required.
6. All PRUs must be returned no later than the date specified on this form, see above.
7. The PRU loan is not a guarantee until the application is approved and the deposit is paid (you will be notified of approval).

***Deposit not applicable to City-sponsored events.**

I certify that I am an authorized representative of the previously noted organization, and that the above statements are true to the best of my knowledge. I have read the above PRU Loan Guidelines, and I and/or the organization I represent agree to be bound by these guidelines. I and/or the organization I represent understand that any violation of any part of this agreement will result in forfeiture of deposit and immediate termination of the use of the PRUs. I and/or the organization I represent agree to indemnify, defend, and hold harmless the City of Encinitas, 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 involving the use of these PRUs.

Signature _____ Date _____

I received _____ units in good, clean condition from the City of Encinitas on _____ and agree to the above conditions and responsibilities. **Initial** _____

I returned _____ units to the City of Encinitas on _____. Of these, _____ units were returned undamaged and _____ were returned damaged. _____ units were missing. **Initial** _____

Materials that were collected at this event were: _____
Estimated # of full bags of recyclables collected or actual weight: _____

FOR OFFICE USE ONLY

Date Received _____ Date Approved _____ Approved By _____
Deposit Received _____ Chk # _____ Amount _____ Amount Returned _____ Date Returned _____

Contact Bill Wilson at (760) 633-2846 or bwilson@encinitasca.gov if you have any questions or need more information.