

SPECIAL EVENTS RECYCLING GUIDELINES

Recycling in Leon County occurs at home, at work and at play. Now, recycling can also occur at events held at Leon County parks or any location within Leon County. Our Special Events Recycling Container Systems contain the items you need to reduce waste and to encourage recycling at an event. Incorporating recycling into an event requires some upfront planning, but it is often appreciated by attendees. Recycling at events shows that you care about the environment and value conservation.



The recycling and trash containers are available for use at public or private events. The containers may be reserved by calling (850) 606-5021. For situations where separate trash bins are needed, those are also available. Containers are available on a first-come, first-served basis. The containers are not guaranteed until a completed application has been received and approved.

Recycling and Trash Containers

Event staff or volunteers will be responsible for pick-up and return of all containers.

Disposal

Recycling and disposal are available at the 1907 S. Monroe St Office of Resource Stewardship location. Please tell the Leon County attendant when you drop off that you have recyclables and/or waste from special event containers.

Return

Equipment must be returned to Leon County Office of Resource Stewardship, 1907 S. Monroe St. no later than one business day after the end of the event. Groups are fully responsible for containers. Damaged or lost containers and containers with missing parts will be replaced at a cost of \$65.00 by the group or organization reserving the containers.

Plastic Bottles and Cans Only

Due to the nature of the ClearStream bags, we do not suggest putting glass bottles in these receptacles. To prevent recycling contamination and thus having the whole load end up in the landfill, please remember to recycle only clean plastic containers and aluminum or tin cans (no Styrofoam).

For more information, contact
(850) 606-5021 or Sustainability@LeonCountyFL.gov



For Office Use Only

app. received _____
 P/U date/time _____
 # of containers _____
 Return date/time _____
 # bins returned _____

Special Events Recycling/Trash Kit Application

Event _____ Event Date _____

Event Venue _____

Event Address _____

Event City, Zip _____

Organization _____

Organization's Mailing Address _____ City, Zip _____

Phone _____ Fax _____

Contact Person _____ Phone _____

Email _____ Website _____

Event Description _____

Time of Event _____ # of Event Participants _____

Pick Up Date/Time _____ # of Recycle Bins Requested _____ (max 24)

Return Date/Time _____ # of Trash Bins Requested _____ (max 5)
(one business day after event).

Please **read**, initial and sign.

I certify that I am an authorized representative of the above organization, and that the above statement is true to the best of my knowledge. I have received a copy of the Special Events Recycling Guidelines and I, and/or the organization I represent, agree to be bound by all applicable regulations and policies.

_____(initial)

I understand the equipment must be returned one business day after the event to Leon County Office of Resource Stewardship at 1907 S. Monroe St.

_____(initial)

Equipment will be returned by or before _____

_____(initial)

I understand that missing, damaged or lost pieces will be replaced by my organization at a cost of \$65.00 per unit.

_____(initial)

Event volunteers will secure bags (tie) with recyclables and place in the green recycling container (if available) or bring to a Rural Waste Recycling Center.

_____(initial)

Signature _____ **Date** _____

Contact Phone Number:
(850) 606-5021

Send to: Leon County
Office of Sustainability
1907 S. Monroe St.,
Tallahassee FL 32301

E-mail to:
Sustainability@LeonCountyFL.gov

Fax to:
(850) 606-5001

