

## 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) 606-1816. 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 7550 Apalachee Parkway Rural Waste Service Center location. Please tell the Leon County attendant when you drop off that you have recyclables and/or waste from special event containers. Please empty clear recycling bags into the appropriate green containers. Place black trash bags, if any, in compactor.

### Return

Equipment must be returned to Leon County Solid Waste at 7550 Apalachee Parkway 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 Richard Lobinske  
at (850) 606-1816 or [LobinskeR@LeonCountyFL.gov](mailto:LobinskeR@LeonCountyFL.gov)



# Leon County Recycling Solid Waste Management Facility

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 \_\_\_\_\_

Organization's 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.

\_\_\_\_\_(initial) *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 Recycling at 7550 Apalachee Parkway.*

\_\_\_\_\_(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.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Phone Number:  
(850) 606-1816

send to: Leon County Solid Waste  
7550 Apalachee Parkway  
Tallahassee, FL 32311

FAX to: (850) 606-1801  
E-mail to:  
LobinskeR@LeonCountyFL.gov

