



## Portable Recycling Unit – Loan Program Application/Agreement Form

The City of Encinitas is happy to loan ClearStream recycling and organics containers to your organization to assist with event recycling. Complete this form as far in advance of your event as possible and e-mail it to **recycling@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. Please reserve both recycling and organics containers for events generating food waste.

### 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):

# RECYCLING:

# of Bags:

# ORGANICS:

# of Bags:

PICK-UP DATE & TIME:

# of Sign Holders:

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

I returned  recycling units and  organics units to the City of Encinitas on .

Of these,  recycling units and  organics units were returned undamaged.

recycling units and  organics units 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:

Estimated # of full bags of organics collected or actual weight:

**FOR OFFICE USE ONLY**

Date Received  Date Approved  Approved By

Deposit Received  Chk #  Amount  Amount Returned  Date Returned

Call (760) 633-2859 or email [recycling@encinitasca.gov](mailto:recycling@encinitasca.gov) if you have any questions or need more information.