

[Insert Organization Letterhead]

**RECYCLING CONTAINER LENDING PROGRAM
MEMORANDUM OF UNDERSTANDING**

| | | | | | |
|--------------------------|--|---------------------------------------|--|------|--|
| Today's Date: | | | | | |
| Event Date(s): | | | | | |
| Name of Event: | | | | | |
| Event Location: | | | | | |
| Borrower's Name: | | | | | |
| Borrower's Organization: | | | | | |
| Borrower's Address: | | | | | |
| City: | | State: | | Zip: | |
| Borrower's Email: | | | | | |
| Borrower's Phone Number: | | Cell Number for pick-up and drop-off: | | | |

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|--|----------------------|----------------------|--|--|--|
| Brief Description of Event: | | | | | |
| Est. # Attendees: | Est. # Food Vendors: | # of Bins Requested: | | | |
| What type of beverage containers will be distributed at this event? | | | | | |
| How/where will materials be recycled after the event? | | | | | |
| Date and estimated time (half-hour increments) BORROWER wants to pick-up recycling containers: | | | | | |
| Date and estimated time BORROWER will return recycling containers: | | | | | |

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Borrower agrees as follows:

1. The sole permissible use of the portable recycling collection containers is the collection of recyclable plastic bottles, glass bottles, aluminum cans and/or recyclable paper at public events.
2. To make arrangements with private recyclers to take the recyclable materials collected at your event or self haul materials to a recycling site. Recyclers may assess a fee for recycling material.
3. To provide all materials and labor necessary for the proper set-up and use of the recycling containers at the designated location(s) set forth herein.
4. To properly maintain the property, including cleaning the container lids of any spilled beverages or other materials prior to return.
5. To be responsible for all costs of handling, loading, transportation, and setting up of property from and to (*your organization's address where the bins are stored*).
6. To return the property in the condition in which it was received by the borrower, normal wear and tear accepted, and free of contamination, on or before the date set forth in herein, along with the number of bags (if applicable) remaining unused to collect recyclable materials. The return date may not be extended without prior written agreement of (*insert organization name*).
7. To reimburse the (*insert organization name*) if the property is lost or damaged if repair is impractical. The cost of the recycling containers is as follows:
(Cost of recycling bins)
8. To complete necessary information on materials recycled (see Return & Reporting Form). This information must be completed by the individual or organization and returned with the property. Not completing this information may jeopardize the ability to obtain the property in the future.
9. The property shall not be modified, loaned, or transferred to a third party without the prior written agreement of the (*insert organization name*).
10. To permit (*insert organization name*) to inspect the property upon reasonable notice while the borrower has custody of the property.
11. Title to the property is vested in and shall remain with (*insert organization name*). (*Insert organization name*) reserves the right to take possession of the property upon 48 hours notice.
12. To comply with all laws, ordinances, and regulations of the United States.
13. To indemnify, defend, and save harmless the (*insert organization name*), its officers, agents and employees from and against any and all claims, personal injury, damages, losses, and expenses arising out of or resulting from the use or misuse of the property.

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| Signature: | |
| Printed Name: | |
| Date: | |