



Borrow a Bin Request Form for Sugar Land Events

This completed and signed form needs to be submitted to KSLB one month prior to your event. Upon receipt of this request, KSLB will notify you if we have recycle bins available for your event. Your bins are not reserved until you receive a confirmation.

Please email to vickigist@kslb.org

CONTACT PERSON: _____ DATE: _____

ADDRESS: _____

E-MAIL _____

HOME PHONE: _____ CELL PHONE: _____

Name of Event: _____ Number of Attendees: _____

Event Location: _____ Date of Event: _____

Requested Pickup date: _____ Requested Pickup time: _____
Monday – Friday Only 11:00 am – 2:00 pm Only

Requested Return date: _____ Requested Return time: _____
Monday – Friday Only 11:00 am – 2:00 pm Only

Number of containers you would like to borrow: _____

Clear bags w/recycle symbol may be purchased from KSLB for \$1 a bag:

of Bags you would like to purchase at \$1 a bag: _____

REQUIRED: After the event, please send an email that contains the following information:

- Approximate number of attendees at event: _____
- Number of bags of recyclables collected: _____
- Number of volunteers devoted to recycling: _____
- Volunteer hours devoted to recycling: _____
- 2 - 4 Digital Photos documenting use of borrowed recycle containers

I agree to:

- Pick up and return the KSLB recycle containers at agreed upon dates and times
- To pay \$100 for each borrowed container that is damaged or lost
- To recycle the collected items
- To submit the requested information and the digital photos the week after the event

Signature of Contact Person

Date

Please note the replacement value of each container (damaged or lost) is \$100