

**CITY OF ST. LOUIS REFUSE DIVISION
SPECIAL EVENT RECYCLING
POLICY**

As an Event Organizer, you must properly manage waste generated by your event. By setting a standard of reducing, reusing, and recycling, you can have a highly beneficial impact on your event and the City of St. Louis community. Additionally, a 1990 Missouri State Law (Senate Bill 530) requires a 40 percent waste diversion rate. Below are some of the options that can assist you with reducing waste, reusing materials, and recycling resources before, during, and after your event.

If a private company is hauling trash from your event:

- Request recycling service from your event's trash hauler.
- Alternatively, a list of commercial recycling service providers and/or facilities that accept recyclables is posted on our website at <http://stlouis.missouri.org/citygov/recycle/BusinessReuseAndRecycle.html>.

If the City of St. Louis Refuse Division is hauling trash from your event:

- Submit a request for recycling service to:
 - Mr. Nick Yung, Refuse Commissioner
City of St. Louis Refuse Division
4100 South First Street, St. Louis, Missouri 63118
Fax 314.352.5627
Email yungn@stlouiscity.com
- Your event will be required to implement a recycling program.
 - Information about how to reduce, reuse, and recycle at special events is posted on our website at <http://stlouis.missouri.org/citygov/recycle/SpecialEvents.html>.
 - A list of vendors that sell recycled-content recycling receptacles is posted on our website at <http://stlouis.missouri.org/citygov/recycle/RecycledBins.html>. See *Request for Service* for recycling receptacles (indoor use only) that may be borrowed from the Refuse Division.
 - A list of recyclables that we accept and the manner in which we accept them is posted on our website at <http://stlouis.missouri.org/citygov/recycle/MaterialsAccepted.html>.
 - If you have further questions or otherwise need assistance, please contact our Recycling Program by email at recycle@stlouis.missouri.org or by phone at 314.353.7176.
- You will not be charged for recycling containers, but should your event fail to adequately separate recyclables, you will be billed for the containers and for the disposal cost. Additionally, such failure may result in denial of future requests for Special Event Recycling Service, or the requirement of a deposit for such service at future events.
- Containers for solid waste and/or roll-off boxes will continue to be delivered, serviced, and removed at the following rates:
 - 300-gallon metal container = \$100.00/each
 - 600-gallon metal container = \$200.00/each
 - roll-off style container = \$350.00/each

I have read and will abide by the conditions as stated in this document regarding the policy and procedure for special event recycling assistance from the City of St. Louis Refuse Division.

By: _____

Signature

Date: _____

(Please print name)

CITY OF ST. LOUIS REFUSE DIVISION

**SPECIAL EVENT RECYCLING
REQUEST FOR SERVICE**

Your Event's Contact Information:

Name/Title _____
Street/Mailing Address _____
Phone/Cellular/Pager/Fax _____
Email _____
Website _____
Event Day/Date/Time(s) _____
Event Location _____
Anticipated Attendance _____

Entity Who Will Be Hauling Your Event's Recyclables:

Company Name _____
Point of Contact/Title _____
Street/Mailing Address _____
Phone/Cellular/Pager/Fax _____
Email _____
Website _____
Where That Entity Will Be Hauling Your Event's Recyclables To _____

You Have Arranged For The Refuse Division To Haul Your Event's Recyclables: Yes No

Entity Who Will Be Providing Your Event With Recycling Dumpsters Or Rolloffs (if different than above):

Company Name _____
Point of Contact/Title _____
Street/Mailing Address _____
Phone/Cellular/Pager/Fax _____
Email _____
Website _____

You Have Arranged For The Refuse Division To Provide Your Event With Recycling Dumpsters Or Rolloffs: Yes No
Deliver Before: Date _____ Day _____ Time _____ (Refuse Division Must Receive This Request At Least One Week
Prior to Delivery Date)
Remove After: Date _____ Day _____ Time _____

Number Of Recycling Dumpsters Or Rolloffs That Will Be Placed Throughout Your Event Area:

__ corrugated cardboard __ bottles and cans __ papers __ single-stream
__ with lids __ without lids

Entity Who Will Be Providing Your Event With Recycling Receptacles (if different than above):

Company Name _____
Point of Contact/Title _____
Street/Mailing Address _____
Phone/Cellular/Pager/Fax _____
Email _____
Website _____

Note: For indoors use only, the Refuse Division can loan up to 35 blue, square, 46-gallon capacity recycling receptacles (Jumbo Bullseye, made with post-consumer recycled content) with a round opening in the lid for recovering bottles and cans. There is no fee to borrow these recycling receptacles, but we require that they be returned as clean and in as good condition as we provided them (e.g., signage must be cleanly removed, etc.). The Refuse Division will deliver and pick up these receptacles if we provide recycling dumpsters; if not, your event must pick up and drop off these receptacles.

You Have Arranged For The Refuse Division To Provide Your Event With Recycling Receptacles: Yes No
Deliver Before: Date _____ Day _____ Time _____ (Refuse Division Must Receive This Request At Least One Week Prior to Delivery Date)
Remove After: Date _____ Day _____ Time _____

Number Of Recycling Receptacles That Will Be Placed Throughout Your Event Area:
__ corrugated cardboard __ bottles and cans __ papers __ single-stream

Please describe or attach an outline of your recycling program, including your plan for cleanup and removal of recyclables during and after your event.

Please provide samples of any promotional information (e.g., stage announcements, program ads) or signage that you propose to display and/or distribute prior to and/or during your event to educate attendees (e.g., vendors, exhibitors, general public) about how to reduce waste, reuse materials, and recycle resources.

F or Office Purposes:				
Request Received _____	Event within City limits <input type="checkbox"/> Yes <input type="checkbox"/> No			
Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason denied _____	Notified _____		
Deposit Received _____	Amount _____	Deposit Refunded _____	Amount _____	

**CITY OF ST. LOUIS REFUSE DIVISION
SPECIAL EVENT TRASH
REQUEST FOR SERVICE**

Entity Who Will Be Hauling Your Event's Trash:

Company Name _____
Point of Contact/Title _____
Street/Mailing Address _____
Phone/Cellular/Pager/Fax _____
Email _____
Website _____
Where That Entity Will Be Hauling Your Event's Trash To _____

You Have Arranged For The Refuse Division To Haul Your Event's Trash: Yes No

Entity Who Will Be Providing Your Event With Trash Dumpsters Or Rolloffs (if different than above):

Company Name _____
Point of Contact/Title _____
Street/Mailing Address _____
Phone/Cellular/Pager/Fax _____
Email _____
Website _____

You Have Arranged For The Refuse Division To Provide Your Event With Trash Dumpsters Or Rolloffs: Yes No

Number Of Trash Dumpsters Or Rolloffs That Will Be Placed Throughout Your Event Area: ___ With Lids ___ Without Lids

Entity Who Will Be Providing Your Event With Trash Receptacles (if different than above):

Company Name _____
Point of Contact/Title _____
Street/Mailing Address _____
Phone/Cellular/Pager/Fax _____
Email _____
Website _____

You Have Arranged For The City Of St. Louis To Provide Your Event With Trash Receptacles: Yes No

Number Of Trash Receptacles That Will Be Placed Throughout Your Event Area: ___ With Lids ___ Without Lids