



**Metro Waste Authority**

## Online Form Instructions

This form may be filled out electronically and saved to your computer at any time, however, we suggest saving the form to your computer prior to filling it out. Check to make sure form fields are working properly by filling in one or two fields, saving the document, then reopening it to continue filling in the form.

**BROWSER ISSUES:** Google Chrome is known for compatibility issues with online Adobe forms. We suggest using an alternate browser such as Internet Explorer when you fill out the form and submit it.

Tips to fill out and submit the form:

- Cursor will blink in the box currently being used
- Use the “tab” key to advance to the next field
- To go back, place your cursor in that field
- When using check boxes, use the cursor and click the correct box. The “enter” key will also work to place or remove a check in a check box
- For signature, either use your digital signature (previously set up in Adobe) or print the completed form, sign it, scan it to a .pdf file and then submit to MWA

# Recycling & Trash Containers

# EVENT RESERVATION

## EVENT INFORMATION

Organization \_\_\_\_\_  
 Event Name \_\_\_\_\_  
 Event Location \_\_\_\_\_  
 Event Date(s) \_\_\_\_\_ Expected Attendance \_\_\_\_\_

## CONTACT INFORMATION

Name \_\_\_\_\_ Home/Work No. \_\_\_\_\_ Cell No. \_\_\_\_\_  
 Email \_\_\_\_\_

## RECYCLING STANDS

### REFUNDABLE DEPOSIT REQUIRED

A deposit must be dropped off for recycling containers. You must meet the requirements below for deposit return.

### DEPOSIT RANGE

01-10 = \$100	31-40 = \$400	61-70 = \$700
11-20 = \$200	41-50 = \$500	71-80 = \$800
21-30 = \$300	51-60 = \$600	81-90 = \$900

### NO. REQUESTED \_\_\_\_\_

**DEPOSIT** \$ \_\_\_\_\_

### RETURN/CLEANING REQUIREMENTS

- Ensure metal stands and plastic lids are free of mud, grass, sand, gum, etc.
- Wipe down the metal stands and plastic lids with soap and water.
- Remove any other forms of debris from the metal stands and plastic lids.

Failure to properly clean the containers will result in a \$3 per stand cleaning fee. If a container is missing or returned unusable, your check will be held and you will be billed \$60 for each missing/unusable container. The deposit will be returned once the bill has been paid.

## TRASH BOXES/BAGS

### ONE-TIME PURCHASE

Metro Waste Authority does sell cardboard trash boxes and custom size bags for events as a convenience to those also checking out the recycling stands. These are a one-time purchase and not returnable.

### NO. REQUESTED

Trash Boxes \_\_\_\_\_ x \$9/piece = \_\_\_\_\_  
 Trash Bags \_\_\_\_\_ x 50¢/piece = \_\_\_\_\_

**TOTAL PURCHASE** \$ \_\_\_\_\_

## RESERVATION DATE FOR PICK-UP/ RETURN

**(Maximum of two business days prior to event and after event.)**

Pick-up Date (TUE-FRI) \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Return Date (TUE-FRI) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**NOTE:** Our building is closed on Monday, Saturday and Sunday. Schedule between Tuesday through Friday.

## PICK-UP & DROP-OFF INFO

### Address

Metro Hazardous Waste Drop-Off  
 1105 Prairie Dr. SW  
 Bondurant, IA 50035  
 515-967-5512

### Hours

8 a.m. to 5 p.m.  
 Tuesday-Friday

**NOTE:** Our building is closed on Monday, Saturday and Sunday

### When You Arrive

When picking up or dropping off containers, please park in one of the angled parking spaces provided on the west side of the building.

**Do not park under the overhang.**

## PAYMENT/DEPOSIT OPTIONS

### PREFERRED METHOD

You can leave your credit card number with us as a deposit, and pay with a separate transaction if purchasing trash containers and bags.

### OTHER OPTIONS

Cash and checks are also accepted.

## SUBMIT FORM

**EMAIL:** nwr@mwatoday.com

**FAX:** 515-967-1772

**MAIL:** Metro Hazardous Waste Drop-Off  
 Attn: Green Events Program  
 1105 Prairie Dr. SW  
 Bondurant, IA 50035

## FOR STAFF USE

### PICK-UP/DROP-OFF VERIFICATION

\_\_\_\_\_  
 Signature Date of Pick-up \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
 Signature Date of Return \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Check here to verify deposit was returned.