Indoor Bin Request

Instructions: Email the completed form to zerowaste@ualberta.ca at least two weeks prior to the start of your event.

Group Name: ____________________________ Contact Person: ____________________________

Mailing Address: ____________________________

Telephone Number: ____________________________ E-mail: ____________________________

Event Date(s): ____________________________ Start Time: ____________________________ End time: ____________________________

Building Name and Room Number/Location: ____________________________

Restrictions:

Indoor Bin Requests: The request form is required within two weeks of your event. Failure to provide the request form within this timeframe may forfeit your booking.

Cancellation: Weekday events: a minimum of one business day before the event is required for cancellation. Weekend events: a minimum of two business days before the event is required for cancellation. Note: if cancellation is not received within the above timeframes and chargeable items are delivered, your group will be invoiced for all items listed on the request form.

Waste, Recycling and Organics Bins: all waste, recycling and organics bins will be emptied by cleaning staff. Please refer to Tips for Reducing Waste at your Event to determine the number of bins you require and indicate below. Additional charges will be assessed by Buildings and Grounds Services if they perform any additional clean up work.

_____ Recyclables ($15)  _____ Landfill Bin ($19)

_____ Organics Bin ($17)

_____ Mixed Paper Bin ($15)

*Consider having your event Green Spaces Certified. Visit GreenEvents for more information.

Faculties/Departments: to process your request please include Speed Code ___________ and Acct Number ___________.

Student Groups: use only if you have a UofA account code.