



# Indoor Bin Request

**Instructions:** Email the completed form to [sobia@ualberta.ca](mailto:sobia@ualberta.ca) or [zerowaste@ualberta.ca](mailto: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)

**Volunteers may be available to monitor bins and educate participants about campus recycling and composting at high-traffic events. To learn more contact [sustainability@ualberta.ca](mailto:sustainability@ualberta.ca)**

\*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.