



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.

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

Faculties/Departments: to process your request please include Speed Code _____ and Acct Number _____.
Student Groups: use only if you have a UofA account code.