



Pope/Douglas Counties  
**Event Recycling**  
Container Rentals Request Form

Help **green** your event by renting recycling and organics recycling containers from Pope/Douglas Solid Waste. Container rentals are **FREE** and open to the public (residents, organizations, or businesses) for any type of temporary gathering. The rental includes signage and up to 50 recycling and/or organics containers. It is most successful to locate recycling/organics recycling **right next to** a garbage cart/bin.

Conditions:

- Provide your own bags for recycling (Pope/Douglas will provide compostable bags for organics bins).
- Bins need to be scheduled for pick-up and drop-off with Pope/Douglas Solid Waste, located at 2115 Jefferson Street in Alexandria, between 8:00 a.m. and 4:00 p.m. Monday through Friday.
- Collected recyclable/organics must be managed by waste hauler dumpster/carts or dropped off at Pope/Douglas' Recycling Center and bins must be in clean condition before returning them.
- Record the amount of bags collected of recycled and organic material.

Contact name: \_\_\_\_\_

Organization/Group: \_\_\_\_\_

Name of event: \_\_\_\_\_

Address of event: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date and time of pick-up: \_\_\_\_\_

Date and time of drop-off: \_\_\_\_\_

Type and number of bins requested: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To return:** Save this document on your desktop and email it to [nathan@popedouglasrecycle.com](mailto:nathan@popedouglasrecycle.com) or deliver it to Pope/Douglas Solid Waste at 2115 Jefferson Street - Alexandria.

<b>For Office Use Only</b>
# of Recycled bags: _____
# of Compost bags: _____

Contact Pope/Douglas Solid Waste for any questions at 320.763.9340

# Disposal Options



## Where to Recycle Material Collected

1. Transport your recyclable materials directly to:  
Pope/Douglas Recycling Center at 2115 Jefferson Street in Alexandria  
320.763.9340 or [www.popedouglasrecycle.com](http://www.popedouglasrecycle.com) - search: 'recycling center'
2. Contact your preferred waste hauler ahead of time to arrange to have locked 'single sort recycling' dumpster located at event.
3. If you collected a small amount of bottles and cans, recycle them at home in your curbside recycling bin.

## Where to Compost the Organics You Collect

1. Transport your organics recycling materials directly to:  
Pope/Douglas Recycling Center at 2115 Jefferson Street in Alexandria  
320.763.9340 or [www.popedouglasrecycle.com](http://www.popedouglasrecycle.com) - search: 'organics drop sites'
2. Contact Pope/Douglas Organics Recycling ahead of time to arrange to have locked 'organics recycling' dumpster located at event.

## How to put the bin together.

- *NOTE: Green organics recycling bin goes together in similar manner.*

1. Turn the largest piece upside down and fasten the corners together.



2. Insert the bottom piece inside of the box.



3. Fold the top in as such:



4. Use a bag to line the bin.



*Put Waste In Its Place!*