



City of Saint Paul Recycling and Organics Event Containers Reservation Form



Submit form for approval 30 days prior to event date to:

Kris Hageman
Email preferred: Kris.hageman@ci.stpaul.mn.us
Solid Waste and Recycling, Dept. of Public Works
25 W. 4th St. CHA1000
City of Saint Paul, MN 55102

1. CONTACT INFORMATION

Event: _____

Organizer: _____

Contact (name, email, phone): _____

Event Location: _____ Event Date(s): _____ Estimated Attendance: _____

Event Description: _____

2. CONTAINERS

If your event will be at a public facility such as a park there may be adequate trash receptacles and recycling containers. Visit your location and determine what amenities are there and those that you will need. Additional recycling and organics containers may be used for free.

To determine how many containers you may need, draw a site map. A site map allows you to visually identify the appropriate number and locations of your recycling/composting stations. Make sure the bins are:

- Located adjacent to trash containers;
- Conveniently located and visible; and
- Located near food and eating areas, near entrances and exit points and other high pedestrian traffic areas



The photo shows an example of how to set up a recycling/compost station.

3. RESERVATION

Type(s) of Containers (Check Type)	Quantity	Preferred Pick Up (Date and Time between 8am - 4pm)	Preferred Drop Off (Date and Time between 8am - 4pm)
____ Recycling			
____ Organics			

Depending on container availability the City of Saint Paul may need to have you borrow containers from one of our partners. Recycling and Organics containers are also available from:

1. Some District Councils <http://www.stpaul.gov/index.aspx?nid=1180>.
2. Ramsey County Environmental Health http://www.co.ramsey.mn.us/ph/rt/event_recycling_containers.htm

See back side for additional information

4. DISPOSAL

If your event will be at a public facility such as a park, park staff will properly dispose of recyclables and trash. Event organizers are responsible for proper disposal of organic material. Organics may be disposed of at free Ramsey County Yard Waste Sites http://www.co.ramsey.mn.us/ph/rt/yard_waste_collection_sites.htm. If your event is on private property, you may dispose of your recycling at Saint Paul's free drop-off center <http://www.eurekarecycling.org/page.cfm?ContentID=88>.

5. SIGNS

Signs are essential for successful recycling and/or composting. Your signs should use images and simple wording representing the different materials that can be placed in the recycling and/or composting containers. Design free downloadable signs at: <http://www.rethinkrecycling.com/businesses/signs> Find free downloadable signs in Hmong, Somali and Spanish at: <http://lesstrash.com/free-resources/labels>

- Placement: Ensure they are positioned where people can see them easily;
- Photos & Images: Pictures of what you want to go in the bins;
- Clear Wording: Minimize text and make sure it is clear and easy to read;
- Reusable: Make them reusable and use them for your next event.

Questions?

Contact:

Kris Hageman

Kris.hageman@ci.stpaul.mn.us

651-266-8866