



Participation Agreement & Equipment Checkout Form

1. Purpose and Scope

The City's Neighborhood Cleanup Initiative (the "Initiative") is designed to promote community pride, cleanliness, and civic responsibility in our neighborhoods. Three city departments support its operation:

- The Mayor's Office, in conjunction with 311, provides overall program oversight, maintains the official neighborhood log, and serves as the final authority on program participation and policy matters.
- The Building and Grounds Department provides a trailer dumpster for the collection of general cleanup debris, documents all findings and violations, and reports to the Mayor's Office in conjunction with 311. Note: This is a trailer dumpster, not a jumbo roll-off steel dumpster.
- The Elkhart Environmental Center lends cleanup tools and equipment to neighborhood volunteers for the duration of each cleanup event.

This policy establishes the rules governing dumpster use and equipment lending, and sets forth the consequences for non-compliance, including suspension or revocation of future participation privileges.

2. Program Overview

The Neighborhood Cleanup Program is designed to support community-led efforts to improve neighborhood safety, cleanliness, and overall appearance. This program is not intended for general household cleanouts or routine disposal of personal items.

Program Purpose:

- Remove visible litter, debris, and blight from public spaces and neighborhoods
- Improve safety by addressing conditions that contribute to hazards or crime
- Support resident-led beautification efforts

What This Program Is Not:

- Not a bulk trash or large-item disposal service
- Not intended for clearing out garages, basements, or personal property
- Not a substitute for regular waste collection services

Eligibility Criteria

Neighborhoods may be approved for cleanup support when:

- There is a demonstrated presence of litter, debris, or blight in public or shared spaces
- The conditions negatively impact safety, accessibility, or neighborhood aesthetics
- Residents or neighborhood groups are actively participating in the cleanup effort

Neighborhoods that are already well-maintained and free of visible debris typically do not require this service and may not be prioritized. Participation in the initiative is a privilege, not a right, and is contingent upon adherence to this policy.

3. Trailer Dumpster Use Rules

3.1 About the Trailer Dumpster

The dumpster provided through this initiative is a trailer dumpster supplied by the Building and Grounds Department. It is not a jumbo roll-off steel dumpster and should be treated accordingly. Overloading or misuse of the trailer dumpster may result in suspension of future access.

3.2 Approved Materials

The trailer dumpster is intended for general household waste, yard debris, and common cleanup materials only. Examples of approved items include:

- Bagged household garbage
- Yard waste (branches, leaves, grass clippings)
- Non-hazardous construction debris in small quantities (broken boards, drywall scraps)
- Cardboard and paper products
- General neighborhood litter and debris

3.3 Prohibited Items

The following items are strictly prohibited from the trailer dumpster. Placement of any prohibited item may result in immediate termination of the cleanup event and suspension of future dumpster access. See Section 4 for proper disposal guidance for each category.

PROHIBITED — DO NOT PLACE IN THE TRAILER DUMPSTER

- Tires
- Vehicle parts of any kind
- Electronics (televisions, computers, monitors, copiers, printers, etc.)
- Hazardous household materials (cleaners, oil-based paints, pesticides, solvents, fuel)
- Automotive products (motor oil, car batteries — often restricted by law)
- Mercury-containing devices (thermometers, fluorescent bulbs)
- Medical and biological waste
- Medications (prescription or over the counter)
- Batteries of any type (household, rechargeable, lithium, automotive)
- Liquids and sludges of any kind
- Appliances containing Freon (refrigerators, air conditioners, freezers, etc.)
- Flammable or explosive items
- Asbestos-containing materials
- Water heaters
- Furnaces and HVAC equipment
- Paint (liquid or dried)
- Pool chemicals
- Microwaves
- CFL light bulbs and fluorescent tube lights
- Oversized items including, but not limited to: couches, household furniture, and gym equipment

4. Proper Disposal Resources

Prohibited items must be disposed of through the appropriate channels listed below. Do not place these items in the trailer dumpster or regular trash unless specifically noted.

4.1 Tires

- Bring to the Elkhart County Landfill for a fee: \$4.00 (passenger/car), \$10.00 (semi-truck), \$40.00 (tractor)
- Return to any area retailer that sells tires — many accept used tires at no charge

4.2 Electronic Waste

Electronic waste such as computers, TVs, VCRs, copiers, and printers is accepted at the Elkhart County Landfill for \$10.00 per unit.

4.3 Microwaves

- Bring to the Elkhart County Landfill for a fee
- May be placed in regular household trash

4.4 Refrigerators and Freezers

Refrigerators and freezers (which contain Freon) may be taken to Omnisource in Goshen: 574-534-3455.

4.5 Household Hazardous Waste

Household hazardous materials — including cleaners, oil-based paints, pesticides, solvents, and fuel — must be taken to a specialized disposal facility. These items are accepted at the Elkhart County monthly Household Hazardous Waste collection (see Section 4.8).

4.6 Automotive Products

Motor oil, tires, and car batteries are highly prohibited and are often restricted by law from landfill disposal. These items are accepted at the monthly Household Hazardous Waste collection (see Section 4.8).

4.7 Mercury-Containing Devices

Items such as thermometers and fluorescent bulbs require specialized handling to prevent toxic mercury exposure. These items are accepted at the monthly Household Hazardous Waste collection (see Section 4.8). Do not break or crush fluorescent bulbs.

4.8 Medications

Unused or expired medications *should not be placed in the dump trailer*. Disposal options include:

- Drop off at the lobby of any Elkhart County Police Station 365 days a year, no appointment needed.
Note: Police departments do NOT accept sharps (needles, syringes, lancets, or auto-injectors).
- Bring to the monthly Household Hazardous Waste collection (see Section 4.9). To prepare: add water to pills, seal lid tightly, and place the entire container in a sealed plastic bag. For liquid medications: absorb sand or kitty litter, secure the lid, and seal in a plastic bag. Prepared containers may also be disposed of at the landfill.

4.9 Sharps (Needles, Syringes, Lancets, Auto-Injectors)

Sharps must always be placed in a puncture-proof container prior to disposal. Disposal options include:

- Monthly Household Hazardous Waste collection — sharps in a puncture-proof container are accepted
- May be placed in household trash or taken to the landfill if sealed in a puncture-proof container

4.10 Monthly Household Hazardous Waste Collection

Elkhart County hosts a free monthly drop-off event for a wide range of hazardous household items. Details are listed below:

Elkhart County Household Hazardous Waste Monthly Collection	
When	First Saturday of every month
Hours	8:00 AM – 3:00 PM, Eastern Time
Location	26861 County Road 26, Elkhart, Indiana
Items Accepted	<ul style="list-style-type: none">• Floor care products, furniture polish, metal polish• Nail polish and polish remover (up to 5 gallons per item)• Antifreeze, brake fluid, gasoline, kerosene, transmission fluid, windshield washer fluid, used motor oil (up to 5 gallons per item)• Glue, mineral spirits, oil-based paint, aerosol paints, paint thinner, paint stripper, rust remover, varnish, wood preservative (up to 5 gallons per item)• Fungicide, insecticide, weed killer, rat/mouse poison• Household cleaners, gun cleaning solvent, mothballs, lighter fluid, swimming pool chemicals (up to 5 gallons per item)• Unused or expired medications• Sharps — must be in a puncture-proof container• Mercury• Compact fluorescent light bulbs (CFLs) and fluorescent tube lights• Rechargeable batteries, lithium batteries, and car batteries

5. Equipment Lending Policy

Cleanup tools are provided by the Elkhart Environmental Center to support neighborhood volunteers during cleanup events. Equipment is lent at no charge, subject

to the terms below. Replacement values are listed for reference; should anything go missing or need replaced due to damage.

Tool	Replacement Cost
Leaf Rake	\$12.00
Hand Rake	\$20.00
Regular Shovel	\$20.00
Flat Head Shovel	\$20.00
Loppers	\$35.00
Trash Pickers	\$9.00

5.2 Borrower Responsibilities

By borrowing equipment from the Elkhart Environmental Center, the Neighborhood Coordinator agrees to the following terms:

1. All borrowed equipment must be returned to the Environmental Center in the same condition as received, no later than the end of the cleanup event or the date specified at the time of lending.
2. Equipment must be returned clean and free of excessive dirt, debris, or damage.
3. The Neighborhood Coordinator is responsible for ensuring all borrowed items are accounted for and returned.
4. Any borrowed item that is lost, stolen, or damaged beyond normal wear must be replaced by the neighborhood association.
5. Failure to pay assessed replacement costs may result in suspension of future program participation until the balance is settled in full.

6. Compliance and Enforcement

6.1 Neighborhood Coordinator Responsibility

Each participating neighborhood must designate a Neighborhood Coordinator who is responsible for:

- Ensuring all participants are informed of trailer dumpster rules prior to the cleanup event
- Monitoring the trailer dumpster during the event to prevent prohibited items from being discarded
- Immediately notifying the Building and Grounds Department Head if a violation occurs
- Overseeing the return of all borrowed equipment to the Environmental Center

6.2 Documentation and Reporting

The Building and Grounds Department Head is responsible for the following:

- Recording any prohibited items found in the trailer dumpster, including the item type, date, and neighborhood involved

The Mayor's Office and 311 are responsible for the following:

- Documenting all warnings, suspensions, cost assessments, and enforcement actions taken
- Reporting all findings and issues to the Mayor's Office in conjunction with 311 in a timely manner

The Elkhart Environmental Center is responsible for the following:

- Logging any lost, damaged, or unreturned equipment borrowed from the Environmental Center

All documentation including any violations of incidents will be maintained and stored in the Mayor's Office in conjunction with 311.

6.3 Revocation of Privileges

Any neighborhood that fails to adhere to this policy may be subject to permanent or temporary revocation of their right to participate in the Initiative. All revocation decisions are subject to the appeal process described in Section 7.

7. Appeal Process

A Neighborhood Coordinator who wishes to appeal a temporary or permanent revocation of privileges may do so by submitting a written appeal to the Mayor's Office within fourteen (14) calendar days of receiving notice. The appeal must include:

- The name of the neighborhood and the date of the cleanup event in question
- A written description of the circumstances surrounding the alleged violation
- Any supporting documentation or witness statements

The Mayor's Office will review the appeal and report the findings in conjunction with 311 within thirty (30) calendar days of receipt. The Mayor's Office in conjunction with 311 retains final authority over all appeal decisions.

8. Reinstatement After Suspension

A neighborhood that has been suspended from the initiative may apply for reinstatement after the suspension period has expired. To be considered for reinstatement, the Neighborhood Coordinator must submit a written reinstatement request to the Mayor's Office/311. The Mayor's Office in conjunction with 311 reserves the right to deny reinstatement if it determines that the neighborhood's participation would present undue risk to the program.

9. Acknowledgment of Policy

Prior to each cleanup event, the Neighborhood Coordinator must sign and return the City Neighborhood Cleanup Initiative Participation Agreement, acknowledging that they have read, understood, and agree to comply with this policy in full. Failure to submit a signed agreement prior to the event will result in cancellation of the trailer dumpster delivery and equipment lending.

Policy Acknowledgement

Mayor's Office / 311 Representative Date: _____	Applicant/Neighborhood Coordinator Date: _____

Participation Agreement & Equipment Check-Out Form

1. Neighborhood Association & Event Information

Name of Neighborhood Association:

Applicant / Neighborhood Coordinator:

Phone:

Date of Project:

Location / Address of Cleanup:

Time of Project:

Number of Volunteers:

2. Trailer Dumpster Use — Key Rules & Acknowledgment

A trailer dumpster will be provided by the Building and Grounds Department for this cleanup event. By signing this form, the Association President acknowledges and agrees to the following:

APPROVED ITEMS

- Bagged household garbage
- Yard waste (leaves, branches, grass)
- Cardboard and paper products
- General neighborhood litter and debris
- Small non-hazardous debris (boards, drywall)

STRICTLY PROHIBITED

- Tires, vehicle parts
- Electronics, appliances with Freon
- Hazardous materials, paint, pool chemicals
- Batteries, liquids, sludges, medications
- Furniture, appliances, oversized items
- Water heaters, furnaces, medical waste

The dumpster provided is a trailer dumpster — it is NOT a jumbo roll-off steel dumpster. Do not overload it.

Placement of any prohibited item may result in immediate termination of the event, suspension from future events, and the assessment of all removal and disposal costs to the Association.

Full disposal guidelines for prohibited items (tires, electronics, hazardous waste, medications, etc.) are available in the Neighborhood Cleanup Initiative Policy on file with the Mayor's Office / 311.

3. Environmental Center — Equipment Check-Out

Equipment is provided by the Environmental Center at no charge. Check the items needed and record quantities. All items must be returned in the same condition as received.

<input type="checkbox"/>	Item	Avail.	Qty Req.	Qty Ret.	Condition at Checkout
<input type="checkbox"/>	Leaf Rakes	10	_____	_____	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Damaged
<input type="checkbox"/>	Hard Rakes	15	_____	_____	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Damaged
<input type="checkbox"/>	Regular Shovels	10	_____	_____	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Damaged
<input type="checkbox"/>	Flathead Shovels	3	_____	_____	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Damaged
<input type="checkbox"/>	Loppers	15	_____	_____	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Damaged
<input type="checkbox"/>	Trash Pickers	25	_____	_____	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Damaged
<input type="checkbox"/>	Herbicide / Weed Killer	5	_____	_____	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Damaged
<input type="checkbox"/>	Adult Gloves	50	_____	_____	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Damaged

Date Checked Out: _____

Date Returned: _____

All Returned Items / Notes:

⚠ Any items that are checked out and are lost, misplaced, or not returned must be replaced by the borrowing Association at full replacement cost.

4. Policy Acknowledgment & Signature

By signing below, the Neighborhood Association President acknowledges and agrees to the following:

- I have collected a signed Volunteer Release of Liability, Waiver of Claims & Hold Harmless Agreement from every adult volunteer (18+) participating in this event, and parental consent has been obtained for any volunteers under the age of 18. I understand these waivers must be submitted with this form before the event begins.
- I have read and understand the Neighborhood Cleanup Initiative Policy and agree to comply with all its terms.
- I understand that the trailer dumpster is provided by the Building and Grounds Department and is not a roll-off steel dumpster, and I accept responsibility for ensuring only approved items are placed in it.
- I understand that placement of prohibited items may result in suspension from the program and assessment of all removal costs to the Association.
- I accept responsibility for all equipment borrowed from the Environmental Center and understand that lost, damaged, or unreturned items must be replaced at full cost.
- I understand that all violations and findings will be documented by the Building and Grounds Department Head and reported to the Mayor's Office in conjunction with 311 and recorded in the Neighborhood Log.
- I understand that repeat violations may result in permanent revocation of the Association's right to participate in this program.

Applicant / Neighborhood Coordinator —
Signature
Date: _____

Applicant / Neighborhood Coordinator —
Printed Name
Phone: _____