

Windham Solid Waste Management District

Event Recycling Station Lending Policy

The Windham Solid Waste Management District (WSWMD) will lend Event Recycling Collection Stations to help your event reduce waste as much as possible. Each Station consists of a recycling, food scrap/paper (for composting), and trash container. In addition, the WSWMD will provide up to three bags/liners per station (depending on the size of the event).

What You Need To Do

1. Complete the [WSWMD Event Bin Sign-Out Form](#) and mail or email it to WSWMD's Programs Coordinator at programs@wswmd.org
2. Requests are fulfilled on a first-come, first-reserved basis. *Events held in WSWMD towns have priority over events held in non-District towns.*
3. Pick up the Stations at the WSWMD administrative offices (327 Old Ferry Road, Brattleboro) Monday – Friday between the hours of 9:00 a.m. and 3:00 p.m.
4. Saturday pickups are available, but must be figured out in advance and picked up at the scale house by 1pm.
5. Stations should be monitored to limit contamination of collected materials. Contact the District's Programs Coordinator, Peter Gaskill (802-257-0272 ext. 118) for more information and monitoring tips.
6. Dispose of trash, recyclables, and food scraps/paper appropriately (see options on next page)
7. Return Stations and unused bags. Stations should be returned the next business day after the end of the event, or an agreed upon time of return.
8. Event organizers will be held liable for the replacement costs for containers or signs that are damaged or lost.

Available Event Recycling Collection Stations

The WSWMD offers two types of Stations.

Option 1:

Our newest option is the 3-bin Recycling Station. They are an all-on-one station that collapses into 5 pieces for transport. Each section of the container (recycling, compost, and trash) holds a 30-gallon plastic bag. The signs slip into clear sleeves on the top of each and can be customized. Dimensions: 30" width X 20" depth X 31" height.



Option 2:

These stations consist of three 30-gallon corrugated plastic recycling bins. These bins are lightweight and fold down for easy transportation.



Disposal and Recycling Options

Recycling:

- Contract with a private hauler.
- Use the host town's transfer station (when available).
- Bring collected materials to the WSWMD Transfer Station during hours of operations (Monday through Friday 7:00 am – 3:00 pm and Saturdays 8:00 am – 1:00 pm; 257-0272). There is no charge for recyclables collected at special events.
(Please keep cardboard, redeemable containers, and glass bottles separated from other recyclables as these go in separate bins).

Food Scraps/Soiled Paper:

- Contract with a private hauler.
- Use the WSWMD Transfer Station. We will accept food scraps/soiled paper for composting at no charge from special events.

Trash:

- Contract with a private hauler.
- Use the WSWMD Transfer Station. Charges will apply for trash disposal; call (802) 257-0272 for current pricing.