

## Solid Waste Levy

1. At the time of booking, a group required to pay the levy pays a deposit of \$100. The group is notified of the purpose of the levy, the process, that they are responsible for policing the disposal of waste, and a fee of \$10/bag of garbage (properly sorted organic waste and recycling is exempt) will be deducted from the deposit. Should they exceed 10 bags, they will be billed for the additional bags at \$10 each. Any unused portion of the deposit will be refunded in a timely manner.
2. Maintenance staff will be informed on the booking sheet that the group has paid the deposit for the Solid Waste Levy. Maintenance staff will be required to monitor the waste generated during the event.
3. During the event, a sheet of 10 RTCC garbage stickers will be placed in a prominent spot in the space being used. As a bag of garbage is filled and needs to be removed, maintenance staff will place one sticker on the bag. All efforts should be made to neither overfill bags nor remove and sticker partially filled garbage bags before the end of the event.
4. During the event, if maintenance staff are required to remove bags of recycling or organic waste, they are to survey to ensure that the bags are not contaminated (e.g., food residue in recycling, improper materials placed in the organic or recycling bags). If the bags are found to be contaminated, the group is to be informed. The group may choose to either remove the contamination so that the organic or recycling can be properly disposed, or that the bag be stickered and treated as garbage.
5. Groups may elect to remove and dispose of the garbage on their own (e.g., bring the garbage home or to a transfer station for disposal). These groups will still be required to pay the deposit, which will be refunded in its entirety after the event; however, if it is found that the group has illegally dumped the garbage elsewhere in the building, on the centre's property, or at other properties in the neighbourhood, they will forfeit the entire deposit and may be reported to the City of Toronto for illegal dumping and will be responsible for any fines levied by the City.
6. At the conclusion of the event,
  - a. any partially filled bag of garbage will be treated as a full bag of garbage and will be stickered and recorded;
  - b. bags of recycling or organic waste will be surveyed to ensure that the bags are not contaminated (e.g., food residue in recycling, improper materials placed in the organic or recycling bags). If bags are found to be contaminated, the group is to be informed. The group may choose to either remove the contamination so that the organic or recycling can be properly disposed, or that the bag be stickered and treated as garbage.
  - c. maintenance staff will complete a form that records the name of the group, the date and time of the event, and the number of garbage bags used. The user will sign the bottom of the form. The form, with any unused stickers attached, will be left at Reception.
7. On the next business day, the Receptionist will process the refund of the deposit, minus \$10 for each garbage bag used, or send an invoice for \$10 for each bag used in excess of the 10 bags covered by the deposit.
8. Should there be a disagreement between the group and the maintenance staff on the number of bags, the nature of the disagreement is written on the form and the bags from the event put aside. The matter will be dealt with by management on the next business day.



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**Event**

**Name of Group**

**Date**  **Time**

		Number Of Bags of Garbage	<input type="text"/>
Contaminated Recycling	No <input type="checkbox"/>	Yes <input type="checkbox"/>	# of Bags <input type="text"/>
Contaminated Organics	No <input type="checkbox"/>	Yes <input type="checkbox"/>	# of Bags <input type="text"/>
<b>Total Number of Garbage Bags/Tags Used</b>			<input type="text"/>

**Comments**

RTCC Staff Name \_\_\_\_\_

User Group Contact Name \_\_\_\_\_

RTCC Staff signature \_\_\_\_\_

User Group Contact Signature \_\_\_\_\_

**Office Use Only**

	Deposit Paid	\$ _____
# of Garbage Bags Used _____	X \$10 =	\$ _____
	Deposit for Refund / (Amount Due)	\$ _____
Date Paid/Invoiced _____		