



**City of Salem
July 2018–June 2019 Butt Bin
MEMORANDUM OF UNDERSTANDING**

With: _____

Sponsor Name

For Butt Bin at _____

Butt Bin Location

City's Obligations

The City shall:

- 1.) place the butt bin at the location above, and repair when required.
- 2.) place sponsor's name on GreenSalem.com website. The sponsors will also be periodically highlighted on the SalemRecycles Facebook page. Other opportunities to highlight sponsors may be available in the future.
- 3.) provide a key for emptying the butt bins, provide free labels to mail the butts back to Terracycle when dropped off by sponsor at the UPS Store at 203 Washington Street
- 4.) provide free replacement labels for the butt bins, to be replaced by sponsor when faded

The City may:

- 1.) notify sponsor and re-assign butt bin if it is not maintained appropriately and in a timely fashion or if collected butts are not being sent back to Terracycle on a regular basis

Sponsor Obligations

The sponsor shall:

- 1.) check the butt bin weekly
- 2.) empty the butts from the bin, make sure they are dry, place in plastic bag within a box (any type will do) for mailing back to Terracycle
- 3.) notify the City of any concerns, or if you need to end the adoption
- 4.) replace the City issued labels on the outside of butt bins when required

If you have questions, please contact Julie Rose at jrose@salem.com or 978-619-5679.



July 2018–June 2019 Butt Bin

_____ will participate in the 2018-2019 City of Salem's Butt Bin Program in accordance with the attached Memorandum of Understanding, and will maintain the butt bin located at

_____.

Sponsor's authorized signature

Date

Contact Person: _____ Telephone #: _____

Email Address: _____ Fax #: _____

For new sponsors: Please indicate how sponsor's name should read for acknowledgements:

*With your signature, you are agreeing to check and empty the butt bin as required.
We sincerely thank you for your contribution to your city's beautification.*

Please return this signature page,

To: City of Salem, Engineering Dept.
Attn: Julie Rose
98 Washington Street, 3rd Floor
Salem, MA 01970.

If you have any questions, please contact Julie at jrose@salem.com or 978-619-5679.