

City of Yates Center

Lend-A-Truck

Procedures

1. The citizen wishing to use a truck should call or come by City Hall during regular business hours.
2. The citizen must fill out and sign a letter of agreement.
3. A copy of this letter of agreement will be forwarded to the Street Supervisor for approval.
4. **A \$200.00 cash security deposit is required for use of the truck. If the citizen damages or otherwise violates this agreement the City reserves the right to keep all or part of this deposit.**

Rules

1. Person requesting the truck must own or live at the address requesting the truck.
2. Not more than one truck may be reserved for any given weekend.
3. Reservations will not be accepted more than one month in advance.
4. Reservations will not be accepted from commercial business interests.
5. The truck will not be placed in a hazardous location. It will not be parked on a city street or alley.
6. The truck must be parked on gravel, concrete, or asphalt surface.
7. The truck must be loaded as to permit safe transportation to the landfill.
8. If there is a cancelation, the resident must re-schedule.
9. Use of the truck is limited to no more than three times per calendar year per residential household.
10. Any debris, tree limbs, etc. outside the bed of the truck will not be removed by the city.
11. No hazardous or toxic materials will be hauled, including but not limited to vehicle batteries, asbestos materials, liquid wastes, tires, etc. Trash that can be put curbside and picked up by the trash truck will not be loaded in the truck.
12. The City reserves the right to cancel the Lend-A-Truck contract without notice. The program may be suspended if the truck is needed for other City projects.
13. No city employee shall be contacted to move or empty the truck during non-business days/hours.
14. Person requesting the truck must be in good standing with the City of Yates Center and have no delinquent water bills, court tickets, or code violations.
15. **Each load must contain only one type of material that consists of:**
 - a. **Construction materials (Boards, lumber, sheetrock, shingles, insulation & carpeting)**
 - b. **Tree limbs and brush (NO bags of leaves)**
 - c. **Metal**
 - d. **Dirt and rock**
 - e. **Appliances (The doors must be removed from all refrigerators and freezers. All freon must be removed BEFORE loading.)**
16. **If the load fails to meet the above requirements, all contents will be dumped on the resident's property.**

CITY OF YATES CENTER LEND-A-TRUCK PROGRAM

NAME _____ TELEPHONE # _____

ADDRESS _____

WEEKEND OF _____

MATERIALS TO BE LOADED _____

I am the property owner or live at the address where requesting the truck. I am in good standing with the City of Yates Center and have no delinquent water bills, court tickets, or code violations.

I have requested the City of Yates Center Lend-A-Truck for the above weekend. I agree to provide space on my property for the truck to be parked. I will supervise loading of the truck while it is there in order to limit vandalism and theft. I will report suspicious or improper activity to the Police Department at 911.

I understand and agree that any damage to the truck and/or its contents will be my sole responsibility, and I agree to reimburse the city for all fees incurred for such damage. I understand and agree that any excessive or hazardous loads may impair the effectiveness of the program and could be cause for evaluation of any future lend-a-truck programs. I will not permit loading of any hot, explosive or corrosive materials or liquids or tires. Except in cases of extraordinary need, residential households may not reserve a truck more than three times during a calendar year.

I agree that I will not enter the cab of the truck and I understand that the truck will be emptied only once, on Monday morning at 8:30am. In consideration of this privilege, I expressly release the city and its employees from all liability for damage to my property or injury to me while using the city's truck.

I also agree to load the truck so as to permit safe transportation to the landfill without stacking or adjusting of the load by the city's driver. Material not loaded in the truck bed on Monday morning will not be disposed of by city forces. No mixed loads will be accepted that will have to be sorted at the landfill. Any mixed loads or prohibited items will be removed from truck before it leaves property. Trash that can be put curbside and picked up by the trash truck will not be loaded in the truck.

Truck is to be used by residential use only. If a contractor is being paid, you will be billed for use of the truck and any future requests will be denied.

Signature _____ Date _____

Street Superintendent _____ Date _____

Approved _____ Denied _____ Reason _____

**CITY OF YATES CENTER
LEND-A-TRUCK**

User _____ Date _____

Address _____

Phone# _____

Parking Instructions _____

Materials to be loaded _____

Tail gate _____ UP _____ DOWN *(Resident will determine if the tailgate is to be up or down).*