

# Ulster County Resource Recovery Agency 999 Flatbush Road, Kingston, NY 12401 Facility Tour / Program Request Form



*Thank You for connecting with us! UCRRA provides recycling and composting educational programs and facility tours for all ages. Please complete this form and return to the UCRRA three weeks prior to community events or two weeks prior to tour requests.*

**Note: Youth must be accompanied by parents, teachers, or adult guardians on facility tours. Closed toe shoes/boots are required when touring the facility.**

Description of Event/Program Request \_\_\_\_\_

Event Date(s) \_\_\_\_\_

Event Times(s) \_\_\_\_\_

Main Contact Person \_\_\_\_\_

Email Contact \_\_\_\_\_

Event Location \_\_\_\_\_

Phone Contact (Cell#) \_\_\_\_\_

Phone Contact (Business #) \_\_\_\_\_

Best Way to Contact \_\_\_\_\_

How many participants will be reached by this program? \_\_\_\_\_ Youth \_\_\_\_\_ Adult(s)

For presentations not at UCRRA will the following be provide (Please check):

\_\_\_\_ Table \_\_\_\_ Chairs \_\_\_\_ Tent \_\_\_\_ Computer/Laptop \_\_\_\_ Projector \_\_\_\_ Ext. Cords

Will this event be advertised (ex. Facebook, website, etc.)? \_\_\_\_ Yes \_\_\_\_ No

If yes, please specify: \_\_\_\_\_

Please use the space provided below for any additional comments.

Please complete and return this form to:

**UCRRA**

**ATTN: RECYCLING OUTREACH TEAM**

**PO BOX 6219**

**KINGSTON, NY 12401**

**PHONE #: (845) 336-0600; FAX #: (845) 336-4129**

**[www.ucrra.org](http://www.ucrra.org)**

### **RECYCLING OUTREACH TEAM**

<b>Angelina Peone</b> <b>Recycling Coordinator</b> <b><a href="mailto:apeo@ucrra.org">apeo@ucrra.org</a></b>	<b>Melinda France</b> <b>Recycling Educator</b> <b><a href="mailto:mfra@ucrra.org">mfra@ucrra.org</a></b>
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