

# Dearborn County Recycling Center

10700 Prospect Ln. Aurora, Indiana Phone: 812-926-9963 ▪ Fax: 812-926-9668  
 director@dearborncounty.in.gov



## Creation Station Customer Application

All Creation Station customers are required to complete this application form and to agree to the Creation Station Customer Guidelines. Customers may be asked to provide proof of affiliation with their listed organization.

Your Name						
Your Email						
Your County of Residence						
Name of Your Organization						
Organization's Address						
Organization's County						
Organization's Phone Number						
Please name someone who can verify your affiliation						
Type of Organization	<input type="checkbox"/>	School	<input type="checkbox"/>	Church	<input type="checkbox"/>	Home School
	<input type="checkbox"/>	Scouts	<input type="checkbox"/>	4-H		
	<input type="checkbox"/>	Other (specify)				

Please give a general description of the types of activities for which you will need materials.

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I have read and understand the Creation Station Customer Guidelines. I agree to follow the guidelines listed on this form. I acknowledge that failure to follow the guidelines may result in forfeiture of my customer privileges.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Creation Station Customer Guidelines

The purpose of the Dearborn County Recycling Center's reuse program is to divert materials that would otherwise be disposed of from the waste stream and to facilitate the use of those materials for the benefit of educational/charitable endeavors in Dearborn County.

1. Materials must be used solely for educational purposes relating to children, adults or the elderly though classrooms, home school, or non-profit organizations, such as Scouts, 4-H, and church groups serving Dearborn County residents.
2. Materials taken from Creation Station may not be sold, bartered or exchanged. However, materials may be used to aid in fundraising efforts so long as all raised funds are for the customer's non-profit organization/group.
3. Materials may not be taken for personal use and must be used pursuant to the members charitable purposes as stated in the IRS Code 170(e)(3).
4. Creation Station is intended for adult use and is not designed for children. Children are only permitted to accompany a guardian if they are closely supervised. They will not be permitted to shop. We highly recommend that children not accompany adult customers.
5. Customers are asked to be considerate of the needs of others. Stockpiling materials for future use negatively impacts the program. Taking only what is currently needed and bringing back whatever is unused will ensure equitable distribution of materials. Limits (per month allotment) are assigned by staff for highly sought/valuable items so that the maximum number of customers may benefit. Customers are asked to respect posted limits.
6. Only approved Creation Station customers are permitted to use the reuse program. Customers are not permitted to take materials for non-approved persons. A customer found to be giving materials to non-approved persons will forfeit his/her customer privileges.

Creation Station is open on Wednesdays from 3pm to 6pm. If a customer is unable to shop during open hours and he/she has an urgent need, an appointment can be requested. Appointment scheduling depends on availability of staff. Customers are asked to make every effort to attend during open hours, as appointments are not always available. Appointments can be requested by phone (812)926-9963 or email [reuse@dearborncounty.in.gov](mailto:reuse@dearborncounty.in.gov)