

**Village of Spencerville
“Vacation” Form for Trash Collection**

In order for the Village of Spencerville Utilities Department to monitor those that request a “Vacation” from their regular trash collection, the Village has implemented the following policy and procedure:

1. Customers who wish to have their regular trash collection temporarily stopped while they are on vacation shall appear in person at the Village’s Utilities garage at 524 N. Broadway Street or the Village’s Collection Agency, Reliable Plumbing, located at 112 S. Broadway Street, to complete the appropriate “Vacation” Form for Trash Collection.
2. “Vacations” for regular trash collection shall be for a minimum of one (1) full month and shall be in full month increments above and beyond the initial month.
3. “Vacation” start and end dates shall be provided at the time of requesting the service be temporarily stopped.
4. The customer is solely responsible for notifying the Village’s Utilities Office and/or the Collection Agency, of any changes to the dates provided on the original “Vacation” Form for Trash Collection. *The notification shall be in writing.*
5. Upon successful completion and approval of the “Vacation” Form for Trash Collection, the Village of Spencerville shall waive all charges associated with regular trash collection, for the time specified on the “Vacation” Form for Trash Collection.

By signing below, I acknowledge that I have read and agree to the terms and conditions explained above. Furthermore, I understand that failure to comply with said terms and conditions may result in loss of privileges for future participation in the program for trash collection “Vacations”.

Signature

Date

Account Number: _____

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____

Cell Phone: _____

End Trash Service On: _____

Begin Trash Service On: _____