



**ADOPT-A-BASKET
LETTER OF UNDERSTANDING**
Community Organization



Name of Organization : _____

Telephone Number: _____

Basket Placed At: _____

Date: _____

I, the undersigned recipient, representing the _____ Organization agree to the placement of a litter basket, identified by a green band at its base, at the location(s) stated on the attached form.

I understand that:

- (1) The litter basket is owned by the City of Los Angeles;
- (2) The litter basket must be emptied by me or my employees, in a legally prescribed manner, on a regular basis;
- (3) The litter basket will be removed by the Department of Public Works if it is not emptied as needed;
- (4) I will contact the Bureau of Sanitation/SRSSD **Ron Lee @ 213.840.2146 cell**, with two weeks advance notice if I decide that I no longer want the litter basket;
- (5) No language used on any plaques that may be affixed to the receptacle shall offer for sale or solicit the sale of any animate or inanimate object, any goods, wares or merchandise which the public may purchase at any time. Neither shall said language make reference to any commercial establishment, place of business, event or entertainment. Only the name of the organization responsible for emptying the receptacle shall be used, and
- (6) Prior to the time that the receptacle is returned to the City, all plaques and other attachments shall be removed.

Recipient Print Name

Signature of Recipient

Date

●.....●
FOR OFFICIAL USE ONLY

Yard: _____ **Map Page:** _____ **Region:** _____ **Council District:** _____

Date Basket was placed: _____ **Date Basket Removed:** _____

Supervisor Approval: _____ **Supervisor:** _____

Superintendent Approval: _____ **Superintendent:** _____

CC: Javier Polanco
Bureau of Sanitation/SRSSD