

**AGREEMENT FOR RESERVE A TRUCK PROGRAM
FOR RESIDENTIAL USE ONLY**

DATE: _____ TRUCK RESERVATION DATE: _____

PERSON RESERVING TRUCK: _____

ADDRESS: _____ PHONE: _____

BY SIGNING THIS AGREEMENT, I WILL BE RESPONSIBLE FOR:

1. The security of the City truck while parked and locked on my property.
2. The type and quantity of refuse loaded on the truck. General types of refuse such as leaves, brush, yard debris, etc and other residential refuse. Metal products such as water heaters, washers, dryers, refrigerators, bikes, etc must be loaded to the rear of the truck. If tree limbs or other wood products such as fence are loaded on the truck, no other items can be included. **TIRES, CONCRETE, LIQUIDES AND SHINGLES WILL NOT BE ACCEPTED!**
3. Calling 620-626-0135 (daytime) or 620-626-0197 (nighttime) for any questions I may have or to report incidents that threaten the security of the City truck.
4. Paying \$45.00 per day to the Finance Department at City Hall for use of the City truck. This payment must be made at least two days prior to the City delivering the truck to my residence.
5. Indemnifying the City of Liberal against any and all claims, lawsuits, damages or expense including attorney fees and costs of defense, made by someone other than myself, and will hold the City harmless from any damages, injuries or claims I might incur as a result of the Reserve A Truck program.
6. The truck will be delivered to the residence at 4:00 p.m. on weekdays and parked in a selected area on private property.
7. The City will pick up the truck the following morning and dump at the landfill. There is only one dump per day allowed. **If any exception is made, it will be based on a \$45.00 charge per dump.**

I acknowledge that I have received a copy of the Municipal Policy Statement for the Reserve A Truck Program with all the guidelines along with a copy of the signed agreement.

Signature of Person Reserving Truck

FOR OFFICE USE ONLY	
Date Received: _____	Received By: _____
Amount Received: _____	Payment Method: _____

Original Copy - Street Department
1st Copy - Retain in Finance Department
2nd Copy - Person Reserving Truck

**CITY OF LIBERAL
MUNICIPAL POLICY STATEMENT**

SUBJECT: RESERVE A TRUCK PROGRAM

The program authorizes the parking of city trucks in residential neighborhoods for citizens' use. Leaves, brush, yard debris, etc. are acceptable. **Metal products such as hot water heaters, washers, dryers, refrigerators, bikes, etc. must be loaded to the rear of the truck. If tree limbs or other wood products such as fence are loaded on the truck, no other items can be included. TIRES, CONCRETE, LIQUIDS AND SHINGLES WILL NOT BE ACCEPTED. Building contractors and other businesses are not included in the program.**

The steps for the Reserve A Truck Program are as follows:

1. A citizen calls the Street Department at 626-0135 to reserve the vehicle . Assignment is normally first come, first serve.
2. The citizen is told that, prior to delivering the truck, an Agreement must be signed in the Finance Department at City Hall and a \$45.00 per day fee must be paid. This payment must be made at least two days prior to the City delivering the truck.
3. After the Agreement is signed and the \$45.00 fee is paid, a city employee drives the truck to the residence at 4:00 p.m. on weekdays and parks in a selected area on private property. All safety requirements are to be observed or the truck will not be left.
4. The city employee picks up the truck the following morning and dumps the refuse at the landfill. **There is only one dump allowed per day. If any exception is made, it will be based on a \$45.00 charge PER EXTRA DUMP.**
5. The truck **MAY NOT** be reserved by the same individual or same family more than once every (8) weeks unless there is no waiting list.
6. The Reserve A Truck shall not be available for use of the removal of materials which are pending action before City Code Enforcement, from any other action pending from the Courts, or from an ordered demolition action by the Code Enforcement Officer, City Commission or Court. If, however, the demolition is a negotiated settlement before going to a hearing or court action, the Reserve A Truck Program would be available on a once every eight (8) week period.
7. The Reserve A Truck program **may not be utilized by commercial enterprises, contractors or others that are doing cleanup, roof repairs, etc. for monetary gain.**

General guidelines agreed to by the citizens in return for the vehicle include, but are not limited to, the following:

1. An understanding that any misuse of the vehicle, intentional or unintentional may result in terminating the City's future participation in the program;
2. Citizens are advised that the cab of the truck is locked for security;
3. Citizens are given an emergency number for questions over night. The police dispatcher answers this emergency number at night and on weekends. The dispatcher then notifies the normal emergency on-call maintenance and operations employee, if necessary.