



POLICY AND PROCEDURES FOR THE USE OF CITY CONES

This agreement is in place to borrow traffic cones from the City of Winsted Public Works Department. See the following regulations regarding the use of City cones.

1. Requests for the use of cones must be submitted to the Public Works Department, in person or by calling (320) 485-2201, for approval.
2. User must state the number of cones needed ____, the amount of time the cones are needed and the location of where they will be placed.
3. User will be charged \$2 per cone for the use of the cones.
4. The cones must be returned to the Public Works department within seven (7) business days from the date that they are used.
5. The user will be charged \$__ for each lost or damaged cone. Lost cones will also be considered as any cone not returned to the Public Works Department within the seven (7) business day requirement.

I, _____ have read and thoroughly
(Please Print Name)
understand the Policy and Procedures for the Use of City Cones.

Mailing Address: _____

Phone Number: _____
(In case we need to contact you)

_____ Date: _____
Acknowledgement Signature (Your Signature)

_____ Date: _____
Public Works Supervisor Signature