

#### PROCEDURES ON USE OF CITY FIRE HYDRANT METERS

### 1. Deposits:

A \$1,500.00 deposit is required on each meter prior to assignment of a meter. The deposit is held until the meter is returned and the water/rental charges are paid in full. The deposit MUST be paid at City Hall prior to picking up meter.

### 2. Administration/Maintenance Fee:

There will be a one time administration/maintenance fee of \$100.00 for each hydrant meter contract issued. This fee will be assessed on the first billing of the contract.

## 3. Bulk Water Costs:

The use of City water is \$7.61 per thousand gallons inside the City limits and \$15.22 per thousand gallons outside the City limits. A minimum usage fee of \$38.05 will be assessed for each 30 day period if 5 thousand gallons have not been used. (\$76.10 for outside city usage.) If no usage occurs in a 90 day period, the company may be asked to return the meter.

### 4. Hydrant Meter Rental:

Rental for the use of the hydrant meter is \$5.00 per day. Rent is effective the date the meter is assigned until it is returned to the City shops.

# 5. Backflow Equipment:

The Backflow device must not be removed at any time and the cart must be used at all times to prevent damage to the hydrant and meter assembly.

## 6. Damages:

The company assigned the meter will be responsible for that meter while it is in their possession and liable for any damages caused to that hydrant meter or any City property until it is returned to the City shops. Cost of damages or replacement of the meter may be taken out of the deposit before deposit monies are returned. The hose must be removed after each use to prevent freezing & damage.

# 7. Hydrant Meter Assignment:

Meters rented from the City must be available for inspection and usage reads by City employees - Monday through Friday during normal business hours. Company representatives must also cooperate in getting monthly reads on meters, failure to do so will result in meter confiscation. If a meter is confiscated, that company will no longer be able to rent hydrant meters from the City of Lafayette.

## 8. Hydrant Meter Inspections:

Meters that are being rented for an extensive period of time, will be subject to meter inspections. It is the responsibility of the company renting the hydrant meter to bring the meter to the City shops for inspection upon the City's request.

This policy is effective as of August 12, 2011.

Robert E. Wright
Finance Director

Printed Name
Phone Number
City, State, Zip



# **HYDRANT METER RENTAL**

Company Name:	
Business Address:	
Business Phone #	Fax #
Company Representative Checking Out Meter	;
** The Following Information Will Be Used To O	btain Monthly Meter Readings For Billing. **
Company Contact for Meter Readings:	
Company Contact Phone # for Meter Readings	s:
Company Contact Email Address:	
Project Name & Meter Location:	
*I Declare That Water Usage Will Be Inside or	Outside City Limits. (Must Circle One)*
incidental charges for any tear of rented equipment.	equipment in the same condition as grees to pay The City Of Lafayette all adamages other than ordinary wear and The City Of Lafayette reserves the hese charges from your security deposit.
Company Representative's Signature:	
Representative's Printed Name:	
	ed By City of Lafayette Employees **
Deposit Receipt #:	
Meter ID #:	
Final Reading In:	
Meter Reading Out:	
Total K/Gal Used:	-
Checked Out By: Date:	Cond. Of Meter Out:
Checked In By: Date:	Cond. of Meter In: