



PO BOX 1390
 17238 NE Woodinville-Duvall Rd
 Woodinville WA 98072
 (425) 487-4100

Email Contact:
 Water Quality Department
 waterquality@woodinvillewater.com

Request for Fire Hydrant Meter Rental

Date: _____
 Specific purpose & site of use: _____
 Company Name: _____
 Contact Person: _____ Phone# _____
 Billing Address: _____ Bus. Phone: _____
 _____ Email: _____

Requirements for hydrant meter usage, fees, and deposit:

- 1.) A damage deposit must be received 48hrs prior to rental disbursement. To pay deposit, bring cash/check to the District, pay with credit card via DOXO plus a non-refundable 3.5% fee or with bank account via DOXO. Equipment must be returned with the same fittings and in the same condition as checked out. Repairs and replacement costs for lost or damaged meters, backflow devices, unpaid rental fees and unpaid water usage costs will be deducted from the damage deposit upon the return of rental equipment. Any additional fees will be invoiced or refunded accordingly. For short-term hydrant meter rentals, The District has the flexibility to make exceptions to deposits if the circumstances merit it
- 2.) Meter read must be emailed to waterquality@woodinvillewater.com at the District's office by the 5th of each month. Failure to comply, will result in a District employee meter reading charge and or confiscation of the hydrant meter.

I have read and agree to the conditions listed in the Hydrant Meter Program. Signature: _____

Check out information:	Date Rented: _____	Start Read: _____
Meter number _____	Size _____	
Backflow Device: DCVA or RPBA	Serial # _____	Size _____
Fire Hose: Yes ___ No ___	Wrench: Yes ___ No ___	
Initials of employee: _____	Title: _____	Deposit Paid: Yes___ Check#_____

Check in information:	Date Returned: _____	Ending Read _____
Meter ok: Yes ___ No* ___	Backflow Device Returned: Yes ___ No* ___	
Fire Hose: Yes ___ No* ___	Wrench: Yes ___ No* ___	
Initials of employee: _____	Title: _____	

***Items marked "No" will be billed at the current replacement rate.**

Vehicle Inspection: Inspection required? Yes ___ No ___	License Plate: _____
Air gap in Lieu of approved backflow? Yes ___ No ___	Pass or Fail: Yes ___ No ___
Initials of employee: _____	

Customer's Signature: _____ Name (Print) _____

Woodinville Water District Hydrant Meter Program – Appendix A

TERMS AND CONDITIONS

CUSTOMER AGREES TO THE HYDRANT METER POLICY, AS WELL AS THE FOLLOWING TERMS AND CONDITIONS. VIOLATION OF THE POLICY OR ANY SPECIFIED OR IMPLIED CONDITION IS GROUNDS FOR IMMEDIATE REVOCATION OF THE RENTAL METER AND EQUIPMENT, AS WELL AS FORFEITURE OF ANY DEPOSIT. POSSESSION OF A METER OR CONTINUED USAGE AFTER A RENTAL IS REVOKED IS CONSIDERED THEFT AND IS PROHIBITED BY LAW.

General

- A copy of the agreement form must be available for inspection at the job site. Users of the fire hydrants and hydrant meters are responsible for any damage to the fire hydrant, the backflow preventer, the hydrant meter, and the adjacent areas resulting from unauthorized/improper use.

Purpose of Use

- Hydrant meters are to be used for temporary access to water where a permanent source is not available.
- Hydrant meters are not to be used to supply an irrigation system or to directly fill swimming pools.
- Hydrant water use is to be utilized solely as specified under the Purpose of Use section on this application form and shall not be used in a wasteful manner. The District may issue a temporary rental based on purpose of use.

Operating Instructions

- Hydrant to meter connections must be made in accordance with the operating instructions listed within the Hydrant Meter Rental Policy. Only District issued meters may be used.
- Meters and backflow devices should not be left unattended or attached to a fire hydrant when not in use.
- Meters and backflow devices are not to be altered in any way. Tampering with a meter device or diverting service through an unauthorized connection is prohibited.
- Lost or stolen meters and backflow devices, as well as any damage to a fire hydrant or equipment, must be reported immediately to the District.
- Failure to comply with operating instructions may result in confiscation of the meter and equipment, penalties, and/or revocation of the rental. Evidence of meter tampering or unauthorized use may also result in legal action.

Inspections

- Meters and backflow devices must be inspected at least annually at the Woodinville Water District. The District may request additional meter inspections throughout the year as needed. Inspections may occur in conjunction with scheduled read dates (see below). Notification of additional inspection dates shall be emailed to the applicant.
- Failure to comply with inspection requests may result in immediate confiscation of the meter, and/or revocation of the rental. The meter must be surrendered to the District within one week of the scheduled inspection date. In order to retain possession of the meter an inspection must be conducted at the District's convenience.
- All account balances and miscellaneous fees must be paid prior to the re-issuance of the existing meter or issuance of a new meter.

Monthly Readings

- Readings must be submitted with an emailed picture each month whether the meter has been used or not. On-site readings are required at least once during each year, as requested by the District. The applicant may also physically bring the meter in at any time to be read by District staff.
- Meter readings must be reported during the first week of each month and **are due by the 7th** of each month. Monthly readings must be submitted by email to waterquality@woodinvillewater.com. Readings must be submitted with stationary (fixed) digits (one for small meters and two for large) to avoid confusion.
- Failure to report monthly readings on time or not at all shall result in penalty assessment for each unreported read/billing period. Failure to report reads consecutively shall result in rental revocation and an additional meter reading fee.

Account Status

Delinquent account status may be subject to all costs incurred by the District, including attorney fees. The applicant is required to surrender the meter and backflow device to the Woodinville Water District immediately upon notification of a revoked rental. District personnel shall confiscate meters from those whose accounts are not paid.