



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

1. **Deposits:**  
A \$3,000.00 deposit is required on each meter prior to assignment of a meter. The deposit is held until the meter is returned. Deposit monies will be applied to any outstanding balance prior to being refunded. Deposit will be refunded to the Company Name listed on the contract. Once returned, the City has **14 days** to inspect the hydrant meter. The inspection is to ensure the hydrant has not been damaged. If any damage is found, the cost will be taken out of the deposit before deposit monies are returned.
2. **Administration/Maintenance Fee:**  
There will be a one-time administration/maintenance fee of **\$150.00** for each hydrant meter contract issued. This fee will either be assessed on the first billing of the contract or deducted from the deposit for rentals less than one month.
3. **Bulk Water Costs:**  
The use of City water is \$12.38 per thousand gallons inside the City limits and \$24.76 per thousand gallons outside the City limits. A minimum usage fee of \$61.90 will be assessed for each 30-day period if 5 thousand gallons have not been used. (\$123.80 for outside city usage.) If no usage occurs in a 90-day period, the company may be asked to return the meter. Water rates charged by the City of Lafayette are subject to change without notification, per City Council resolution approval.
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 of Lafayette.
5. **Hydrant Wrenches & Hoses:**  
Hydrant wrenches & hoses are required to be checked out when the meter is picked up. If the hydrant wrench and or hose is not returned with the meter, a replacement charge will be assessed. **The current replacement price is \$81.99 for a hose and \$22.77 for a wrench.**
6. **Backflow Equipment:**  
The Backflow device must not be removed at any time and the cart must be used at all times to prevent possible damage to the hydrant and meter assembly.
7. **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 other City property until it is returned. Cost of damages or replacement of the meter may be taken out of the deposit before deposit monies are returned. In order to prevent freezing & damage, the hose must be removed from the meter and water drained from meter and backflow device after each use.
8. **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.
9. **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 of Lafayette Service Center for inspection upon the City's request. Additionally, the meter must be returned to The City of Lafayette Service Center once per year to be tested by The City. Failure to return the meter will result in meter confiscation.
10. **Appointments:**  
**An appointment must be made to rent or return a hydrant meter. Appointments can only be made Monday - Friday, 7am – 9am and 2pm – 4pm, with the exclusion of federal & state holidays.** All appointments are located at the City of Lafayette Service Center, located at 1700 Avalon Ave, Lafayette, CO 80026. Please call or email for appointments: 303-604-3752 hydrantmeters@lafayetteco.gov

This policy is effective as of November 1, 2021.

**Steve McFarland**  
Finance Director

**I, the undersigned, have read the above terms and agree to the above terms.**

Printed Name	Signature	Date
Company Name	Phone Number	



**HYDRANT METER RENTAL**

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing Phone Number: \_\_\_\_\_

Billing Email Address to Send Invoices: \_\_\_\_\_

Company Contact for Meter Readings: \_\_\_\_\_

Company Contact Phone # for Meter Readings: \_\_\_\_\_

Company Contact Email Address for Meter Readings: \_\_\_\_\_

**Rental Agreement:**

- Renter agrees to keep all equipment in the same condition as it was received.
- Renter agrees to pay The City of Lafayette all incidental charges for any damages other than ordinary wear and tear of rented equipment.
- The City of Lafayette reserves the right to bill for or deduct these charges from your security deposit.

Company Representative Checking Out Meter: [PRINT NAME] \_\_\_\_\_

Company Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* The Following Information Will Be Completed By The City of Lafayette. \*\***

**CHECK OUT:**

Project Name & Location: \_\_\_\_\_

Water will be charged at: inside city limit or outside city limit rates. Public Works Signature: \_\_\_\_\_

Meter ID #: \_\_\_\_\_ Meter Reading Out: \_\_\_\_\_ Picture Taken:

Required Wrench & Hose Checked Out:  **Customer Initials** \_\_\_\_\_

Meter is certified:  Condition of Meter Out: POOR GOOD GREAT

Detail of any significant damage: \_\_\_\_\_

Checked Out By: \_\_\_\_\_ Date: \_\_\_\_\_

**CHECK IN:**

Hydrant Wrench & Hose Returned Yes  No  **Customer Initials** \_\_\_\_\_

Final Reading In: \_\_\_\_\_ Picture Taken:  Condition of Meter In:  operable  inoperable

Detail of any significant damage: \_\_\_\_\_

Checked In By: \_\_\_\_\_ Date: \_\_\_\_\_

**This document has been scanned and saved & confirmation emailed to PW & Finance.**