



**Hydrant Meter  
Usage Agreement**

Business or Individual Name: \_\_\_\_\_

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

Billing Contact Name: \_\_\_\_\_

Billing Contact Phone #: \_\_\_\_\_

On Site Contact Name: \_\_\_\_\_

On Site Contact Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Location of Hydrant to be used: \_\_\_\_\_

Service Start Date: \_\_\_\_\_ Approximate End Date: \_\_\_\_\_

**\*By signing, you agree that a copy of the New Ellenton CPW Hydrant Meter Rental Policies & Procedures was provided to you:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Initial Reading: \_\_\_\_\_

Final reading: \_\_\_\_\_

Meter ID #: \_\_\_\_\_

Mailing address: Commission of Public Works P.O. Box 490 New Ellenton, SC 29809  
Physical address: 100 South Main Street New Ellenton, SC 29809



## Hydrant Meter Rental Policy & Procedure

Number: 0009 Rev. 0

### Purpose

To establish regulations and procedures regarding the usage and metering of bulk water from person(s) or commercial businesses obtained from fire hydrants within the New Ellenton Commission of Public Works water system. **Failure to comply with these regulations and procedures of this policy will result in the immediate suspension of hydrant meter privileges and assessment of civil penalties.**

### Procedure

- All customers wishing to obtain bulk water from a hydrant must complete a Hydrant Usage Form in our office or by email during normal business hours. We are open Monday – Friday from 8am to 5pm, excluding holidays. Our phone number is (803) 652-2862 and the email address to send a completed for is: [clowe@newellentoncpw.com](mailto:clowe@newellentoncpw.com)
- Each hydrant meter unit obtained will be charged a \$50.00 non-refundable deposit. Once the form and deposit have been paid, a CPW employee will install the meter on the hydrant to be used. Customer must notify the office when they are officially complete with the hydrant meter so a final reading can be taken. An invoice will be sent out at the beginning of each month for the gallons used at a rate of \$4/1000.
- The customer must inform the CPW office with a service address at the time of rental
- When the customer has notified CPW that it has completed using the hydrant meter, CPW will retrieve the meter and get a reading for billing purposes as well as perform an inspection of the meter to make sure it is in good condition after being used by the renter. Any damage or cost of repairs or replacements of the meter will be billed to the person(s) or business who completed the Hydrant Usage Agreement.

## Policy

- New Ellenton CPW staff will provide customers with a copy of the policy to be followed when obtaining bulk water from a fire hydrant. Additional instructions can be provided upon request.
- Customers must ensure that the hydrant meter is registering usage and that no leaks are present. Any leaking or broken hydrant meter must be reported to CPW immediately for repair by calling (803) 652-2862 ext. 2. Early reporting of any leaks and damage may mitigate the issuance of Civil Penalties due to importance of the conservation of water.
- Any damage to New Ellenton CPW fire hydrant and/or water system caused by the negligent use of the hydrant meter and/or fire hydrant may result in the issuance of a Notice of Violation that may include Civil Penalties as well as all costs related to the damage. Customers will also be held responsible for all costs for repairs related to water mains, materials and labor. Should damage occur, hydrant meter privileges will be suspended. The time frame of suspension will be decided on a case-by-case basis.
- At no time will any hydrant meter rental unit be disassembled or altered by anyone other than New Ellenton CPW staff.
- At no time will any hose be left connected to a fire hydrant that is not connected to a hydrant meter rental device. If a hose is found connected to a fire hydrant without a rental device, a Notice of Violation will be issued for theft of a utility system.
- Only use approved hydrant wrenches. **DO NOT USE A PIPE WRENCH, CRESSENT WRENCH, ETC.**
- When opening a hydrant, turn the wrench slowly counterclockwise until the wrench stops turning, then back off a quarter turn.
- Make sure to regulate the water flow by turning the rental device's gate valve, NOT by partially opening the hydrant. A fire hydrant must be turned completely on or it will drain. The draining is through a valve under ground level and will damage the area surrounding the fire hydrant and/or the fire hydrant itself.
- When closing a fire hydrant, turn the wrench slowly clockwise until the wrench stops turning, then back off a quarter turn.
- Be sure to replace and tighten all fire hydrant caps after use. Make sure they are hand tight.

**INDIVIDUALS USING NEW ELLENTON CPW WATER THAT IS UNMETERED AND UNAUTHORIZED BY CPW ARE SUBJECT TO THEFT OF UTILITIES AND APPLICABLE WATER CONSUMPTION FEES.**