Costa Mesa Sanitary District

...an Independent Special District

CMSD Contribution Program

(Adopted by Board action on November 20, 2014)

Overview

The Costa Mesa Sanitary District (CMSD) is committed to contributing to special events that will benefit the entire community and the District. CMSD will review requests for contribution on a case-by-case basis, but puts higher emphasis on events that benefit the District's purpose, especially those that promotes schools, education, youth programs and the environment. If you are submitting a request to CMSD to contribute to your event, please consider answering the following questions:

1. How will our contribution to your event benefit and serve the purpose of CMSD? The purpose must be one of CMSD's statutory powers (trash/recycling and sewer collection). An example is that your event will help promote CMSD programs such as organics recycling, composting, sharps disposal, kitchen grease recycling, large item collections, sewer lateral maintenance, sewer spill prevention, etc.

2. How will a contribution to your event advance this purpose? An example is having recycling cans available at your event, signs encouraging recycling, having a booth at your event to promote CMSD programs, etc.

CMSD Mobile Generators

If your event needs alternative power, CMSD will consider loaning one or more of its mobile generators in lieu of a monetary contribution for your event provided the criteria of this program are met. Generators available are 45 horsepower, 60 hertz, 208/240/416/480 voltage with a 3-Position selector switch.

If approved to receive one or more CMSD mobile generators, you will be required to perform at least one of the following activities at your event or a similar activity that satisfies the criteria of this program.

- Prominently display signs at your event that encourage recycling. Developing signs will be at your own expense and must be approved by CMSD.
- Make available recycling cans that encourages people to discard recyclable items.
- Advertise a CMSD program in your pamphlet, flyer and/or event program.
- Advertise a CMSD program on your event website, Facebook and/or any other social media.
- Allow a CMSD booth be present at your event where CMSD staff can disseminate information about CMSD programs.

To submit a request to CMSD to be a contributor at your event, please complete the attached application hereto and submit to staff at least seven days before CMSD's regular Board of Directors meeting. The Board of Directors meet on the 4th Thursday of every month.

Note: CMSD will not contribute to events that are politically oriented or discriminatory towards or against a specific public opinion, group or person, nor will it contribute to a commercial or for profit entity. Only non-profit entities and other government entities will be considered for the Contribution Program.

Board of Directors
James Ferryman
Michael Scheafer
Arthur Perry
Robert Ooten
Arlene Schafer

Staff
Scott C. Carroll
General Manager/
District Clerk

Robin B. Hamers
District Engineer

Alan R. Burns
District Counsel

Marcus D Davis
District Treasurer

www.cmsdca.gov

District of Distinction
2009-2012

628 W. 19th Street / Costa Mesa, CA 92627-2716 • (949) 645-8400 / fax: (949) 650-2253

CMSD Contribution Program Eligibility Application

628 W. 19th Street, Costa Mesa, California ● (949) 645-8400 ● (949) 650-2253 F ● www.cmsdca.gov

EVENT INFORMATION & HISTORY			
Official Name of Event:			
Event Contact Person Name:		**Phone:**	
		Email:	
Has your organization previously received CMSD contribution for this event?	☐ YES ☐ NO	**Has your organization previously been denied CMSD contribution for this event?**	☐ YES ☐ NO
If yes, what was the date of the last event contribution by CMSD?		**If yes, list the reason(s) your request was denied.**	
What is the amount of funding you are requesting?		**$**	
Describe how your event will serve the benefit to CMSD?			
How will the contribution to your event advance CMSD's purpose (see CMSD Contribution Program for a partial description of our purpose)?			
Requesting to use CMSD generators at your event?	☐ YES ☐ NO	**If yes, how many?**	____ **Generators**

Attach additional information about the event.

If requesting to rent CMSD generators, please read the requirements and procedures for renting CMSD generators. Complete the checklist, sign the acknowledgement that you have read the requirement and procedures and return the form along with this application.

Generator Use Agreement Requirements and Procedures

628 W. 19th Street, Costa Mesa, California ● (949) 645-8400 ● (949) 650-2253 F ● www.cmsdca.gov

Applications may be submitted by fax, e-mail, postal mail or in person. Application must be received by noon seven days before CMSD Board of Directors regular meeting. The Board of Directors meet on the 4th Thursday of the month. Applicants will be contacted and provided information when the Board of Directors will review their applications. Applicants are encourage to attend the Board meeting.

Requirements and Procedures

- Contact CMSD staff to make sure the generators are compatible to your event.
- Applicant will use the generator(s) in a good and careful manner and will comply with all of the operations requirement of the equipment.
- The applicant will use the generator for the purpose for which it was designed and not for any other purpose.
- Unless the applicant obtains the prior written consent from CMSD, the applicant will not alter, modify or attach anything to the generator unless the alteration, modification or attachment allows a safe operation and is easily removable without damaging the functional capabilities or value of the equipment.
- Applicant will keep the generator in good appearance and operating condition when it is returned to CMSD. If the applicant causes damage to the generator then applicant will reimburse CMSD for the actual expense of said repair.
- Applicant agrees to procure and maintain at its own expense insurance for any and all damage to or loss of the rented generator and any accessories or related equipment whether caused by fire, theft, flood, vandalism or any other cause, except that which shall be determined to have been caused by fault or deficiency of the generator.
- Applicant will be responsible for towing the generator to and from the event, at its own expense.
- Before towing the generator to the event, applicant will walk around the generator with CMSD staff to locate visible exterior damages to the equipment. Applicant will not be responsible for existing damages.
- Before towing the generator, CMSD staff will demonstrate the operations of the equipment to the applicant and will run the equipment to determine it's in good operations. Applicant will not tow generators that are operating in bad condition.
- Applicant and CMSD staff will check the fuel level before generator is towed to event.
- Applicant agrees to indemnify and hold harmless CMSD and its officers, employees, and agents from any and all claims, liabilities, and damages caused by the use of the generator, including, but not limited to, during transportation to and from the site, save and except that caused by CMSD's sole active negligence or the condition of the generator at the time it is provided to applicant.
- Applicant shall provide CMSD an endorsement showing CMSD as an additional insured on the general liability policy or similar proof of additional insured status as the General Manager may accept in his/her discretion.

Check at least one activity below you will perform at your event in exchange for renting CMSD generator(s).

CHECK AT LEAST ONE REQUIREMENT	
☐	Displaying signs that encourages recycling.
☐	Making available recycling cans that encourages people to discard recyclable items.
☐	Advertising a CMSD program in the event pamphlet, flyer and/or event program.

☐	Advertising a CMSD program on the event's website, Facebook and/or any other social media.

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☐	Allowing a CMSD booth be presented at the event where CMSD staff can disseminate information about CMSD programs.
☐	Other. Please explain

I have thoroughly read Page 3 of this application and understand the requirements and procedures for using CMSD generator(s) in exchange for CMSD being a contribution to our event. I agree to abide by all requirements and will follow the procedures.

By signing below, each party represents and warrants that they have the authority to sign on behalf of the organization represented.

APPLICANT

_____

Name of Organization

By _____

Title _____

_____

Date

CMSD

_____

General Manager

_____

Date

SUBMIT COMPLETED APPLICATION TO

Costa Mesa Sanitary District
Attention: District Clerk
628 W 19th Street
Costa Mesa, CA 92627
Or
(949) 650-2253 FAX
nmiddenway@cmsdca.gov - **EMAIL**