



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 contributions on a case-by-case basis, but higher emphasis is placed on events that benefit the District's purposes, especially those that promote schools, education, youth programs, and protection of the environment. To be eligible for a contribution, the contribution must further the District's statutory purposes of solid waste collection, recycling, source reduction, or wastewater collection. When submitting a request, please consider answering the following questions:

1. How will CMSD's contribution to your event benefit and serve the statutory purposes of solid waste collection, recycling, source reduction, or wastewater collection? For example, a request that meets CMSD's criteria would help promote one or more of CMSD's solid waste or wastewater programs, such as organics recycling, hazardous waste collection, sharps/medication disposal, grease recycling, large item collection, sewer lateral maintenance, sewer spill prevention, etc.
2. How will a contribution to your event advance CMSD's purposes? Examples include allowing CMSD staff to host a community booth at the event or allowing CMSD to disseminate messaging to promote its solid waste or wastewater programs through various media (such as event programs, flyers, signage/banners, social media posts, advertisements, etc.).

Mobile Generator Rentals

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 signs must be approved by CMSD.
- Make recycling cans available to encourage 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 and/or any other social media page.
- Allow a CMSD booth to be present at your event for CMSD staff to disseminate information about CMSD programs.

To submit a request to CMSD to be a contributor for your event, please complete the attached application and submit it to District staff at least ten days prior to the CMSD regular Board of Directors meeting that precedes your event date. All requests must be considered and approved by the Board of Directors prior to the event date.

Applications may be submitted by fax, e-mail, mail or in-person. Applicants will be contacted and provided information as to when the Board of Directors will review their applications. Applicants are encouraged (but not required) to attend the Board meeting.

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.

290 Paularino Ave. / Costa Mesa, CA 92626 • (949) 645-8400 / fax: (714) 540-1392

Protecting our community's health and the environment by providing solid waste and wastewater collection services.

Board of Directors

James Ferryman
Robert Ooten
Arlene Schafer
Mike Scheafer
Arthur Perry

Staff

Scott C. Carroll
General Manager

Robin B. Hamers
District Engineer

Alan R. Burns
District Counsel

Marcus D. Davis
District Treasurer

www.cmsdca.gov



District of Distinction
2009 2019



CMSD Contribution Program Application

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EVENT INFORMATION & HISTORY

Event Name:

Contact Name:

Contact Phone:

Contact Email:

Has your organization previously received a CMSD contribution for this event?

YES NO

Has your organization previously been denied a CMSD contribution for this event?

YES NO

If yes, what was the date of the last event contribution by CMSD?

If yes, please list the reason(s) your request was denied.

For monetary contributions, please state your requested amount:

\$ _____

How many attendees are expected at the event?

How will this contribution benefit, serve, and advance CMSD's statutory purposes of solid waste collection, recycling, source reduction, or wastewater collection?

Note: Examples of eligible requests are provided on Page 1. General publicity, logo display, event tickets, and certificates of appreciation are not considered an advancement of CMSD's purposes. Please contact CMSD staff if you need assistance with meeting these criteria.

Are you requesting to use CMSD generators at your event?

YES NO

If yes, how many?

_____ Generators

Please attach any additional information about the event, including schedules, programs, past attendance data, and/or sponsorship forms.



Generator Use Agreement Requirements & Procedures

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Requirements and Procedures

- Contact CMSD staff to make sure the generators are compatible to your event's needs.
- Applicant will use the generator(s) in a good and careful manner and will comply with all of the operations requirements for 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 prior written consent from CMSD, the applicant will not alter, modify, or attach anything to the generator unless the alteration, modification, or attachment allows for safe operations 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 the 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 that it is 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 that you will perform at your event in exchange for renting CMSD generator(s).

CHECK AT LEAST ONE REQUIREMENT	
<input type="checkbox"/>	Displaying signs that encourage recycling.
<input type="checkbox"/>	Making recycling cans available to encourage people to discard recyclable items.
<input type="checkbox"/>	Advertising a CMSD program in the event pamphlet, flyer, and/or event program.
<input type="checkbox"/>	Advertising a CMSD program on the event's website and /or any other social media page.
<input type="checkbox"/>	Allowing a CMSD booth to be present at the event, where CMSD staff can disseminate information about CMSD programs.
<input type="checkbox"/>	Other. Please explain:



CMSD Contribution Program Eligibility Application

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The section below is only required for Mobile Generator Use:

I have thoroughly read Page 3 of this application and understand the requirements and procedures for using CMSD generator(s) in exchange for CMSD contributing to the 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

CMSD

Name of Organization

General Manager Signature

Applicant Name

Date

Applicant Signature

Date

SUBMIT COMPLETED APPLICATION TO:

Costa Mesa Sanitary District
Attention: District Clerk
290 Paularino Avenue
Costa Mesa, CA 92626
or
Fax: (714) 540-1392
Email: nmiddenway@cmsdca.gov