

# LEAVENWORTH WATERWORKS

P.O. BOX 576 · 601 Cherokee Street  
Leavenworth, Kansas 66048-5076  
Ph: (913) 682-1513 · Fax: (913) 682-0627  
www.lvnwater.com

## Fire Hydrant Usage Agreement

My company and I agree to the following conditions concerning use of Leavenworth Water Department fire hydrants.

- To be responsible for all damages, incidents, and accidents resulting from operation of the hydrant(s). This responsibility includes, but is not limited to, payment for broken water main repairs; street, sidewalk, curb, and other surface restoration and replacement; water losses, claims for loss of business, ground erosion, etc.
- To not operate any hydrant until after on-site instructions and clearance from the Water Department.
- To keep the Water Department informed, at least daily or more often, on which hydrant(S) will be used and the usage times.
- To pay the required hydrant meter deposit and to install the hydrant meter prior to operating any hydrant.
- To return the hydrant meter promptly after work completion.
- To allow only personnel who are trained in the proper operation of hydrants to open or close a hydrant. This training and supervisory responsibility is solely that of the individual and company using and operating the hydrant(s). It is not a Water Department responsibility; however, the Water Department is glad to assist others in training their hydrant operators.
- To understand that a wide variety of serious problems can occur and to be extremely careful to avoid any problems that may arise from operating any fire hydrant.
- To inform LWD if any problems or irregularities occur.
- To read the enclosed Water Hammer information sheet and to ensure that all hydrant operators working with me or my company also read it.
- The meter reading must be reported to Leavenworth Waterworks by the 20<sup>th</sup> day of the month. All numbers must read from left to right, including the fixed zeros.
- All accounts will receive a monthly water bill consisting of a monthly service fee, a charge for the water used and any fines or penalties that have been assessed against the account.
- The meter and materials must be returned on or before December 20<sup>th</sup> of the current year or after work is completed.
- The amount of the deposit will be refunded only after the meter and materials have been returned the Leavenworth Waterworks in good condition.

### Operating Instructions:

- Flow water until clear before attaching the meter to the fire hydrant.
- The fire hydrant must always be opened and closed slowly to avoid water hammer.
- The fire hydrant must be in the fully open position.
- Any apparent damage or malfunction of the fire hydrant must be reported immediately to Leavenworth Waterworks at 913-682-1513.

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Signature

Date

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Individual's Name

Cell Phone Number

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Company's Name

Telephone Number

Enclosure: Water Hammer – Water  
Monthly Fire Hydrant Meter Reading Form