



# Bottled Water Request Form

Mail, fax, or drop off completed form to: Mesa Consolidated Water District  
1965 Placentia Avenue, P.O. Box 5008 Costa Mesa, CA 92627-5008  
Fax # (949) 574-1036 Questions? Please call us at (949) 631-1205

**Please complete all fields to avoid delay in processing requests.**

## Contact Information:

Today's Date \_\_\_\_\_ (A minimum of two weeks in advance of the event)

Contact Name \_\_\_\_\_

Organization \_\_\_\_\_

Organization 501(c) (3) status or non-profit Tax I.D. Number \_\_\_\_\_ Head of Organization (Name & Title) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Organization Phone # \_\_\_\_\_ Contact Phone# \_\_\_\_\_ Contact Email \_\_\_\_\_

## Event Information:

Name of Event \_\_\_\_\_

Location & Address of Event \_\_\_\_\_

Describe Event \_\_\_\_\_

Explain How Water Will Be Used \_\_\_\_\_

Event Date \_\_\_\_\_ Event Times (a.m./p.m.) \_\_\_\_\_ to \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

**By signing this form, I acknowledge that I have received, read and understand Mesa's Bottled Water Policy.** I agree not to allow this water to be sold, and to only use it for the event specified. I also acknowledge, understand and agree that Mesa is not responsible for any damage to vehicles, persons, or otherwise during the transportation and pick up of the water.

Contact's Signature \_\_\_\_\_

<b><u>For Mesa's Use Only</u></b>	# of Cases Authorized:	Scheduled Pickup Time:
Date Received:	Approved By:	Scheduled Pickup Date:
Signature of Recipient:		Name (Print):
Date Picked Up:	Time Picked Up:	Staff Signature:

## Bottled Water Program Policy Guidelines and Procedures

Mesa Consolidated Water District's (Mesa) Bottled Water Program was established as part of Mesa's ongoing effort to provide public education and outreach to its customers. The program offers non-profit organizations within Mesa's service area bottled water for community events.

1. All bottled water requests considered by Mesa must be submitted by **non-profit organizations located within Mesa's service area and for events held within Mesa's service area** (the City of Costa Mesa, portions of Newport Beach and the John Wayne Airport).
2. Quantities are limited and requests are granted on a first-come first-served basis. A request must be made by submitting a completed Bottled Water Request Form to Mesa. The form is available on Mesa's website at [www.mesawater.org](http://www.mesawater.org). A copy may also be obtained by calling (949) 631-1205, or picked up at our office, located at 1965 Placentia Avenue, Costa Mesa, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Fax completed forms to (949) 574-1036, mail to Mesa Consolidated Water District Administrative Services P.O. Box 5008, Costa Mesa, CA 92627-5008, or drop off at 1965 Placentia Avenue, Costa Mesa. **Requests must be received a minimum of two weeks in advance of the event.**
3. Water is donated at no cost to non-profit organizations and **must not be sold** or used for any events other than the event specified on the request form. If it is determined that the donated water has either been sold or used for other events, the organization may be disqualified from consideration of any future requests.
4. Qualifying events include, but are not limited to fundraisers, community picnics and festivals, and school and church special events. Annual events are acceptable. Non-qualifying events include, but are not limited to season sports games and weekly or monthly events and may not be part of an ongoing program.
5. Water is available in half-liter (16.9 ounce) bottles, and packaged in cases of 24. Water will be distributed in full case quantities only.
6. Mesa will determine the number of cases provided based on expected attendance, allowing one bottle of water per person. Each organization may receive a maximum of 20 cases of water per event. Organizations may request more than the maximum cases allowed. Such requests must be approved by the Board of Directors (Board) and will require additional time for processing. If additional cases are approved, the Board may limit the number of requests the organization can make for the remainder of the year.
7. All water is provided at room temperature and should be stored indoors before use.
8. Upon approval of the request, Mesa will contact the organization to arrange a date and time for the organization to pick up the water.
9. The pick up and transportation of the bottled water are the responsibility of the requesting organization. Each case weighs approximately 30 lbs. It is the responsibility of the requesting organization to bring appropriate transportation, staff and necessary equipment to safely transport the water. **Mesa is not responsible for any damage to vehicles, persons or otherwise during the transportation and pick up of water.** Scheduled times will be arranged within the limitations of Monday – Thursday 9 a.m. – 3 p.m. Mesa is not responsible for a missed scheduled pick up.
10. Please contact Mesa's Administrative Services Department at (949) 631-1205 to return any unopened cases of water.
11. In the best interest of the environment, organizations requesting bottled water should provide appropriate waste storage containers at the event and are strongly encouraged to recycle the plastic bottles.