



## Hydration Station Program Guidelines

Pasadena Water and Power started the Hydration Station (Water Bottle Filling Station) Program to provide members of the community with access to safe and reliable tap water to refill personal, refillable bottles. Indoor water bottle filling stations are eligible for up to \$1,500 (funding is limited).

### Program Goals

- Increase awareness of Pasadena's tap water as a quality source of drinking water
- Encourage water conservation through education
- Reduce plastic waste through the use of refillable water bottles

### Eligible Entities

- Site must be located within Pasadena's service area
- Publically located (i.e.: city owned facilities, public schools, community centers, parks, etc.)

### Criteria for Participation

- The proposed location of the station must be in an area that receives high pedestrian traffic or provides recreational activity
- The applicant's understanding that the City of Pasadena is not responsible for any costs associated with installation or station maintenance; and agreement to share the total project cost
- The applicant agrees to install signage provided by the City of Pasadena Water and Power at the site of the new station
- The applicant's agreement with a promotional opportunity post-installation (i.e. photo opportunity)
- The applicant's agreement to complete the installation of the station within 60 days from the application approval date.

### Application Requirements

- Completed Application Form
- Specifications for the selected bottle filling station (include photo and the unit make and model)
- Copies of any required permits (city, county, state, or federal)

### Application Deadline

- Applications will be continuously accepted on a first-come first-served basis. Funding is limited.
- Applications will continue to be processed and projects will be selected until all of the funding has been exhausted
- Complete applications shall be submitted to the following:

RE: Hydration Station Program Application  
Attn: Water Conservation  
Pasadena Water and Power  
150 S. Los Robles Ave.  
Suite #200 Pasadena, CA 91101



### **Selection Process**

- Applications will be reviewed thoroughly for compliance with the Application Requirements. Incomplete applications will be rejected
- Applicants will be notified of their status.
- Once notified of approval, applicant can commence installation
- Receipt submitted
- Applicant contacts PWP to request a post-inspection
- Post-inspection completed
- Rebate check issued

### **Other Restrictions**

- A maximum of one(1) rebate will be made to each entity per fiscal year
- Payment will be made upon completion of post-inspection and submittal of receipt of purchase for the bottle filling station.
- Projects must not have started prior to application approval.

### **Other Requirements**

- The City of Pasadena will provide to the applicant standard signage to be placed at the location of the station, complete with the City of Pasadena logo and standardized messaging. The applicant must install the signage within 30 days of the delivery of the sign and prior to the scheduled station promotion opportunity
- The City of Pasadena requires a commitment to a joint promotional opportunity, including, but not limited to, social media coverage, photography coverage, etc.
- If an application is approved, funds will be distributed ONLY to the organization that applied.

### **Disclaimer**

The City of Pasadena has the right to reject the proposed unit based on not meeting the required criteria. The City of Pasadena is not liable for defects of installation.

### **Contact Information**

For questions or concerns about the program, please contact:

Water@cityofpasadena.net