CLAYTON STATE UNIVERSITY

Department of Campus Life

STUDENT ORGANIZATION EQUIPMENT RENTAL REQUEST FORM

Requests are processed and issued in the order of receipt.

Organization: _____

Primary Contact Name: _____

Address: _____

City, State, Zip Code: _____

Phone #: _____

Email: _____

EQUIPMENT REQUEST INFORMATION

DATE:_____ TIME: _____

EQUIPMENT requested: _____Snow Cone Machine _____ Cotton Candy Machine

_____Popcorn Machine _____Grill _____ Button Maker

_____Vase:_____(#) _____(type)

_____ Clayton State University Banner

_____Decorations: _____(specify)

_____Tarp

_____ Camera** _____ Make _____ Model _____SN#

I understand that there is a non-refundable usage fee to reserve items. Rental periods may begin no earlier than 9:00am and equipment must be returned before the close of business. Full payment is required upon signing this agreement. I understand that this equipment is property of the Department of Campus Life and that I will be held responsible for anything that may happen to it while in my care. I am agreeing to return the equipment in the same condition that it was found.

Equipment Rental Fee Chart

The below rates outline the rental fees for items requested on the Equipment Rental Request Form:

Fee Chart	
ITEM	**RENTAL FEE**
Snow Cone Machine	$20.00
Popcorn Machine	$20.00
Cotton Candy Machine	$20.00
Button Maker	$20.00
Grill*	$20.00
Tarp (Off-site Use)	$250.00
Tarp (On-site Use)*	$75.00
Clayton State University Banner	$20.00
Vase(s)	$1.00/vase
Décor	*Varies – Please consult Events Coordinator*

Please note the following:

- Items marked with (*****) cannot be removed from the Student Activities Center.
- Items marked with (**) are only to be reserved with the written consent of Student Media
- No items can be used away from Clayton State University.
- Transporting of the requested items is the responsibility of the requestor.
- Please clean each item before returning to the Department of Campus Life.
- The fee is for the use of the machine. Additional items required to operate the machine (cotton candy floss sugar, popcorn kernels, etc.) are not included with the rental. Items can be purchased from www.concessionequipment.net. *Popcorn machine requires 4oz kernel packages.*

Signature: _____Date: _____