

# Center for Student Involvement Equipment Rental Policy

The following items are available for rent from the Center for Student Involvement:

- Sno Kone Machine
- Popcorn Machine
- Cotton Candy Machine
- Nacho Cheese Warmer
- Chocolate Fountains (3 fountains available)

These items may be rented at a rate of \$25 per machine, per 4 hour rental.

In order to rent these machines the following conditions must be met:

- Request for rental must be submitted at least 10 business days prior to event.
- Equipment may not be taken out of the Student Center.
- Supplies for each machine will not be provided. A list of materials needed for each machine can be obtained at the Center for Student Involvement.
- Operators must be trained to operate each machine prior to event.
- Equipment must be returned to the Center for Student Involvement clean. There will be a \$10 charge for each item that is not returned clean.
- Renter is responsible for any damage to machine and the cost of any repairs or replacement.
- Any damage must be reported immediately to the Center for Student Involvement.
- Each renter is limited to two (2) rentals per machine during a semester.
- Upon approval, renter must sign contract with Center for Student Involvement acknowledging conditions for rental.
- All equipment must be returned to the Center for Student Involvement the following business day, unless other arrangements have been made.
- Requests granted will be granted on a first come first serve basis.