

Montclair State University Center for Student Involvement Equipment Rental Request

THIS FORM MUST BE SUBMITTED 10 BUSINESS DAYS PRIOR TO EVENT

Date Request Submitted ___ / ___ / ___ Event Date ___ / ___ / ___ S M T W R F SA

Event Title _____ Start Time ___ am pm End Time ___ am pm

Event Location _____ Equipment needed for setup at _____ am pm

Requesting Organization _____ Phone _____

Event Coordinator _____ Email _____

Organization President Signature _____

Equipment Requested:

- Cotton Candy Machine [Replacement Cost: \$750/machine, \$200/bubble]
- Popcorn Machine [Replacement Cost: \$600/machine]
- Sno Kone Machine [Replacement Cost: \$820/machine]
- Nacho Cheese Warmer [Replacement Cost: \$310/machine]
- Chocolate Fountain [Replacement Cost: \$100/machine]
of fountains requested _____ (3 fountains available)

Cost of rental is \$25 per machine per four hour rental.

Renter is responsible for any and all damages. Renter must provide all supplies needed to operate equipment. Operators must be trained to operate all equipment.

Requests granted on a first come first serve basis.

See Equipment Rental Policy for complete policy.

Bill to:

Name _____

Address _____

**Upon approval, rental agreement contract must be signed within
2 business days or approval is void.**

For Office Use Only

Approved Denied _____

Approval Expiration ___ / ___ / ___ Approved by: _____

Return this form to Julie Fleming, Student Center Room 104