



Department of Campus Life

## CAMPUS DEPARTMENT EQUIPMENT RENTAL REQUEST FORM

Requests are processed and issued in the order of receipt.

College/ Department: \_\_\_\_\_

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

\_\_\_\_\_ Vase(s): \_\_\_\_\_ (# and Type)

\_\_\_\_\_ Clayton State University Banner

\_\_\_\_\_ Decorations: \_\_\_\_\_ (specify)

\_\_\_\_\_ Tarp

I understand that there is a non-refundable usage fee to reserve each machine. Please refer to the Equipment Rental Fee Chart. Rental periods may begin no earlier than 9:00am and equipment must be returned before the close of business at 11:00pm. 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:

<b>Fee Chart</b>	
ITEM	RENTAL FEE
Snow Cone Machine	\$20.00
Popcorn Machine	\$20.00
Cotton Candy Machine	\$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	<i>Varies – Please consult Events Coordinator</i>

**Please note the following:**

- Items marked with an \* cannot be removed from the Student Activities Center.
- 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_