

EQUIPMENT RENTAL AGREEMENT

1. NAME OF ORGANIZATION: _____

Name of Event/Activity: _____

Date of Use: _____ Location: _____ Times of Use: _____ To: _____

Person Responsible for Equipment:

Name Phone Email

Organization's President:

Name Phone Email

Advisor

Name Signature Date

2. EQUIPMENT REQUESTED

Check box

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> POPCORN MACHINE | <input type="checkbox"/> PORTABLE SOUND SYSTEM | <input type="checkbox"/> XBOX 360 |
| <input type="checkbox"/> COTTON CANDY MACHINE | <input type="checkbox"/> PROJECTOR | <input type="checkbox"/> NINTENDO Wii |

Portable sound system, Projector and Game systems can only be used in the Loft. Popcorn Machine and Cotton Candy Machine are available for events to be held on Columbia's premises. Usage is pending prior agreement by the user to the following terms:

1. Equipment is only available to check out Monday through Thursday 10 a.m. to 7 p.m., and Friday 10 a.m. to 4 p.m.
2. The undersigned takes full responsibility for any damage to the item checked out that may occur during use and hereby agrees to reimburse Student Engagement for all costs to repair, including parts replacement, damage repair and all shipping.
3. User will advise Student Engagement immediately of any difficulties, damage or malfunction with the items rented at the time of occurrence.
4. User is responsible for making arrangements for any electrical access required to operate equipment.
5. When serving food, distributors must wear gloves and make all other sanitary precautions.
6. Machines must be wiped down and cleaned prior to being returned.
7. Agreement must be printed, signed, dated, and submitted to Student Engagement at the same time that a Student Organization Proposal for the activity is submitted.

AGREED:

Authorized Signatory for User Date

Student Engagement Signature Date

FOR OFFICE USE ONLY

Total Due: _____

Date form submitted: _____
Initials: _____

Date item picked up: _____
Initials: _____

Date item returned: _____
Initials: _____