



Equipment Rental Agreement Form

Contact Information

Organization Name: _____

Student Name: _____

Phone: _____ Email: _____

Event Information

Name of Event: _____

Date/Time of Event: _____

Event Location: _____

Event Description: _____

Please indicate below which of the following you wish to borrow:

- ☐ Popcorn Machine
- ☐ Sno-Cone Machine
- ☐ Cotton Candy Machine
- ☐ Other: _____

By signing this form, your organization is agreeing to follow all the guidelines for using (seb) equipment. This includes cleaning the equipment prior to returning it back to (seb). Your organization will be held financially responsible for any damage that occurs to the equipment during the rental period. Equipment must be returned immediately following the event.

Signature

Date

After returning this for to the (seb) Office, Commons 2b10, we will email you with any questions and let you know our decision. For best consideration, forms should be submitted at least 2 weeks prior to the event.

POPCORN MACHINE

1 Things You'll Need	2 Running the Machine	3 Clean Up
<ul style="list-style-type: none"> ✓ Popcorn/Butter Packets ✓ Scoop ✓ Popcorn Bags ✓ Electrical Outlet 	<ul style="list-style-type: none"> ✓ Turn on the heat first then turn on the spinner ✓ Cut open the butter side of the packet and pour into the upper kettle ✓ Once butter is melted, add the kernels ✓ After popping finishes, dump the remaining popcorn from the upper kettle ✓ Scoop and add into popcorn bags ✓ Serve 	<ul style="list-style-type: none"> ✓ Unplug the heat cord from the upper kettle then take the kettle out and soak in hot water ✓ Empty the kernel tray underneath the base of the machine and clean out unused popcorn from inside the machine ✓ Wipe out all interior surfaces with warm water (DO NOT USE ANY CLEANER) ✓ Reassemble

SNO-CONE MACHINE

WARNING: Never use your hand to unclog the ice!!!!

1 Things You'll Need	2 Running the Machine	3 Clean Up
<ul style="list-style-type: none"> ✓ Cooler full of ice ✓ Ice Scoop ✓ Flavor syrup with squirt bottle/pump ✓ Cups/paper cones ✓ Electrical Outlet 	<ul style="list-style-type: none"> ✓ Fill the ice compartment half way with ice ✓ Press the ice shaver button at the base of the machine, catching the ice in your cups/paper cones ✓ Pump the flavor syrup into the sno cone ✓ Serve 	<ul style="list-style-type: none"> ✓ Dump any excess ice out of the compartment and wipe the exterior ✓ Disassemble the pumps from the bottle and pump warm water through the pumps, allow them to dry and reassemble ✓ Make sure to cap all of the syrup

COTTON CANDY MACHINE

1 Things You'll Need	2 Running the Machine	3 Clean Up
<ul style="list-style-type: none"> ✓ Base with plastic screen and 6 clips ✓ Dome ✓ Motor ✓ Cotton candy mix ✓ Cotton candy sticks ✓ Electrical Outlet 	<ul style="list-style-type: none"> ✓ Put the base on the motor, making sure the base is centered ✓ Make sure the screen is in the base with the clips spread evenly around the ledges ✓ Place the dome on top ✓ Pour mix into the motor opening ✓ Turn on the heat and spinner ✓ Use the sticks to gather cotton candy, staying close to the inside edge of the base (AVOID HITTING THE MOTOR) ✓ Turn off the motor before refilling with more cotton candy mix 	<ul style="list-style-type: none"> ✓ Wipe the dome with a warm wet paper towel ✓ Rinse off the plastic screen and clips ✓ Rinse out the base with warm water ✓ Allow to dry and reassemble