

# CAMPUS ACTIVITIES EQUIPMENT RENTAL FORM

McKendree University - Office of Campus Activities - 701 College Road - Lebanon, IL 62254

Office: (618) 537-6856    Lair: (618) 537-3690

Today's Date:		Contact Name:		Phone:	
ID or License Number:			Email Address:		
Category (check one):	Faculty/Staff	RSO (list RSO Name):			
	Other (please describe):				
Date of Use:		Start Time:		End Date:	
Location of Use:					
Account Number:					

**Equipment Rental Items(s) – Please check:**

	\$10.00	1828003	Small Grill 2'x3'	Includes Grill brush, tongs, and spatula
	\$15.00	1828005	Large Grill 2'x5'	Includes Grill brush, tongs, and spatula
	\$20.00	1828012	Sno Cone Machine	Includes choice of three syrup flavors and 50 cups
	\$2.00		Sno Cone Cups	25 Additional Sno Cone Cups
	\$20.00	1828013	Popcorn Machine	5 popcorn combination (popcorn/oil) bags and 30, 1 oz popcorn bags
	\$1.50		Popcorn Combo Bag	Cost per each additional bag
	\$2.00		Popcorn Bags	25 Additional popcorn bags
	\$25.00	1828021	10x10 Tent	
	\$25.00	1828022	10x10 Tent	
	\$25.00	1828023	10x10 Tent	
	\$25.00	1828024	10x10 Tent	
	\$25.00	1828025	10x10 Tent	

EQUIPMENT IS AVAILABLE ON A FIRST-COME, FIRST SERVED BASIS. EQUIPMENT IS AVAILABLE FOR MCKENDREE RECOGNIZED EVENTS TO BE HELD ON UNIVERSITY PREMISES. USAGE IS PENDING PRIOR AGREEMENT BY THE USER & OFFICE OF CAMPUS ACTIVITIES TO THE FOLLOWING TERMS:

1. Grills - Groups are responsible for their own cooking supplies (charcoal, charcoal lighter fluid and matches). Utensils must be cleaned before returning them.
2. **All equipment must be picked up and returned to the Lair between the hours of 9am and 5pm.** Reservations are due 3 days prior to your event, and payment is due with reservation. Payments can be made with a check or McKendree RSO or department account number.
3. The undersigned takes full responsibility for any damage to the item during the rental period and hereby agrees to reimburse the Office of Campus Activities for all costs to repair, including part or item replacement, damage repair and all shipping. Machines are not provided on a cart – make sure you have someone capable of moving the machines.
4. **The Office of Campus Activities, its employees, and McKendree University are not responsible for any injuries that may occur while the machine is in operation.**
5. Renter will advise the Office of Campus Activities staff (537-6856 or Lair – 537-3690) immediately of any difficulties, damage, or malfunction.
6. Renter is responsible for making arrangements for electrical access for the Snow Cone machine and popcorn machine.
7. Sno cone and Popcorn machines must be cleaned with soap and water and dried prior to being returned. Charcoal grills must not be hot, and cleaned of ash, grease, etc., prior to return. Tents must be folded and secured in the carry bag that is provided. **Groups returning un-cleaned or unsecured equipment will incur a \$25 fee.**
8. **Agreement must be printed, signed, and dated by an authorized signatory for the user and returned to the Lair or Campus Activities staff at least three days prior to the date the rental item is needed.**

**FOR OFFICE USE ONLY**

	Units	Cost Per	Amt. Due
Extra Sno Cone Cups		\$2/25	
Popcorn Combo Bags		\$1.50 ea	
Extra Popcorn Bags		\$2/25	
Equipment Code			
Equipment Code			
Total Amount Due:			

<b>Rental Date</b>	<b>Check-Out Staff Name</b>
	<b>Check-Out Staff ID Number</b>
<b>Return Date</b>	<b>Check-In Staff Name</b>
	<b>Check-In Staff ID Number</b>