



EQUIPMENT USE REQUEST FORM

Form is to be submitted, in person, to staff in the University Center, Room 211.

CONTACT INFORMATION

Name of Organization or Group		
Contact Person	Officer/Position	
Phone	E-Mail	
Event/Program Title		Campus Event Location
Event Date(s)	Event Start Time	Event End Time

ITEMS REQUESTED (check all that apply & See back of form for Important additional equipment details)

Items Available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Popcorn Machine	Bingo Set	Holiday Costumes	Portable Speaker	Casino Night Set*	Photo Booth	Movie Screen Set*
			<input type="checkbox"/> Santa Claus		Choose Combo of 4 tables:		
			<input type="checkbox"/> Mrs. Claus		____ Black Jack		
		<input type="checkbox"/> Easter Bunny			____ Texas Hold 'em		

Group Fee	Student	\$20	\$20	\$20	\$20	\$60	\$150	\$150
	Non-Student	\$20	\$20	\$20	\$30	\$80	\$200	\$200

Fee is refunded upon return of this item.

*See reverse side for details on the "sets"

AGREEMENT

I acknowledge that my group is solely responsible for

- Paying Rental Fee in the amount of _____ in advance of the usage.
- Having the proper amount of volunteers and power outlets for the items that are designated on the reverse side of this document.
- All equipment is to be returned clean and un-damaged. If equipment is dirty or damaged, the group will lose its refundable fee and/or receive an addition invoice for the cost of damages
- Returning all equipment within 48 hours of use to the University Center, Room 211, who must acknowledge receipt (unless staff is provided). The group will be charged \$20 late fee for each day equipment is not promptly returned.

Organization Officer Signature

Organization Advisor Signature

SAA USE ONLY	Agreement processed - By: _____ Date: _____	Date Returned: _____
	Staff Confirmed - By: _____ Date: _____	Return Notes: _____
	Approved by: By: _____ Date: _____	
	Special Notes:	

Rental Information Chart

	Minimum Advanced Reservation		ESU Department or Group Fee		Refundable Fee	Rental Duration (Hours)			Staff Required	Subject to Staff	Volunteers Required	Power Outlets Need	Minimum Ceiling Height Restriction
	48 hrs.	14 Days	Student	Non-Student		2	4	48					
Popcorn Machine	✓		\$20	\$20	Yes			✓	0	No	1	Min. 1	None
Bingo Set	✓		\$20	\$20	Yes			✓	0	No	1	0	None
Holiday Costumes	✓		\$20	\$20	Yes			✓	0	No	1	0	None
Portable Speaker	✓		\$20	\$30	No	✓			1	Yes	0	0	None
Casino Night Set		✓	\$60	\$80	No		✓		1	Yes	4	0	None
Photo Booth		✓	\$150	\$200	No		✓		2	Yes	0	Min. 1	9 ft.
Movie Screen*		✓	\$150	\$200	No		✓		2	Yes	4	Min. 2	20 ft.

***Important: If you are showing a movie, you must have Public Performance Rights for the film and show proof 48 hours prior to the event date.**

Rental Chart Definitions

Min. Advanced Reservations	Reservation requests that are made after the minimum period passes may be rejected.
Refundable Fee	The fees for these items are fully refunded as long as the items are returned in the same or better condition than checked out. Example: The inside of the popcorn machine needs to be completely clean.
Rental Duration (Hours)	This is the minimum rental time for each item. If additional time is needed, the time is charged based on another minimum. Example: If a group wants the photo booth for 6 hours, the charge will be for 8 total hours.
Staff Required	The staff required are SAA staff that will be supplied during the rental to operate the rental. The organization is not responsible for scheduling or booking the staff.
Subject to Staff Availability	This rental request will only be approved if SAA has the staff to operate the equipment on the day requested.
Volunteers Required	This is a requirement of the renter to supply volunteers. Volunteers are to arrive 45 minutes prior to the start of the event.
Power Outlets Needed	This is the number of power outlets needed to operate the equipment. If the minimum is not met, the equipment may not function for your program.
Height Restriction	The Photo booth and the Movie Screen both have ceiling height minimums. If the space does not have the minimum height, the equipment cannot be set-up.

Rental Equipment Details

Popcorn Machine	The cost of the popcorn machine is for a deposit. It is the group's responsibility to purchase the commercial popcorn for the unit which can be purchase at Keyco Warehouse Outlet in Stroudsburg, PA for approximately \$32 a case. Most events use more than half (½) a case.
Bingo Set	Set includes a full set of numbered balls, ball spinner with called ball holder and 100 reusable cards.
Portable Speaker	Speaker includes: 1 - Wireless handheld microphone; bluetooth connectivity, Auxiliary Cable/cord to plug phone into the system. A power outlet is not required as the speaker is battery powered.
Casino Night Set	4-Tables (any combination of Black Jack/Texas Hold 'em); Roulette Wheel Table, Chips, and Card. Note: Group keeps the cards at the conclusion of the program.
Photo Booth	Includes photo booth, props, photo paper, and staff. The photo booth requires a height of 9 feet to set-up. Printing Customization: The photo booth allows you to have a custom logo printed on each photo strip. The logo sizing is 2 inches x 2 inches and must be in .jpg format. You are welcome to design your own. If you do not have one designed, you can contact the Graphics Center who can design one for you (at a nominal charge). Your custom logo must be received a minimum of one (1) week prior to your event.
Movie Screen Set	Includes Projector, DVD Player, Inflatable Screen (24' x 13'), and Speakers (2). IMPORTANT: If the group is showing a movie, you need to have the public performance license to show the movie. Proof of Public Performance Rights will be required 48 hours in advance of the event date.