

## Equipment Loan Policies

Recognized student organizations may borrow the following types of equipment from the Center for Student Development and Programs: the Bingo Board & Machine, Karaoke Machine, Prize Drawing Rollers (large and small,) Popcorn Machine, Confetti Machine, College Bowl Buzzers, and Snow Cone Machine. To borrow the equipment, an officer that is listed on the Student Organization Officer Information Form will sign an Equipment Loan and Liability Agreement. These forms are located at the reception desk of the Center for Student Development and Programs, University-Student Union, room 204. The equipment may only be loaned for use on campus as available. The student organization borrowing the equipment assumes all liability for the care and operation of the loaned equipment and must reimburse the Center for any damages. The rental and supply fees are:

Bingo Board & Machine:	\$100 rental
Karaoke Machine & CDs:	\$25 rental
Prize Drawing Rollers:	\$20 rental (large,) \$10 rental (small), \$4 per roll of tickets
Popcorn Machine:	\$25 rental, additional \$2 per bag of popcorn
Snow Cone Machine:	\$25 rental, additional \$4.50 per bottle of syrup, \$4 for a box of 200 cups
College Bowl Buzzers:	\$25 rental
Confetti Machine:	\$100 rental includes one free bag of confetti, each additional bag costs \$25