

**BRADLEY UNIVERSITY  
STUDENT ACTIVITIES EQUIPMENT CONTRACT**

Today's Date \_\_\_\_\_

Date(s) to be used: from \_\_\_\_\_ to \_\_\_\_\_

**Equipment Requested:**

- Button Maker (\$50 refundable deposit required)**  All parts returned  
1 ¼" buttons = \$0.15 each   2 ¼" buttons = \$0.25 each   3" buttons = \$0.35 each  
Size needed \_\_\_\_\_ # needed \_\_\_\_\_  
Payment for buttons may be made in advance or when machine is returned. *Must be checked & initialed  
by SAO personnel \_\_\_\_\_*
  
- Snow Cone Machine (\$25 refundable deposit required)**  
The snow cone machine requires ice, syrup, and cones. It is the responsibility of the organization to obtain supplies. It is also the responsibility of the organization to return the machine clean and without damage. The deposit will be forfeited if the machine is not adequately cleaned.
  
- Popcorn Machine (\$25 refundable deposit required)**  
LOCATION: \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
The popcorn machine requires popcorn, salt, oil and butter (if desired). It is the organization's responsibility to obtain supplies. It is also the responsibility of the organization to return the machine clean and without damage. The deposit will be forfeited if the machine is not adequately cleaned.
  
- Walkie Talkies (\$25 refundable deposit required)**  
# Needed (5 available) \_\_\_\_\_  
Chargers will be provided for each walkie talkie requested
  
- Karaoke Machine (\$25 refundable deposit required)**  
1 microphone and karaoke discs will be provided
  
- Portable Sound System (\$25 refundable deposit required)**  
2 speakers, 1 cordless microphone & all necessary wires will be provided. Comes with built-in CD player.

Organization \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

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**COMPLETE WHEN EQUIPMENT PICKED UP:**

The Student Activities Office hereby grants the use of the above stated equipment. The organization agrees to assume all responsibility for any damages, which may occur during the use, and/or transportation of said equipment. If damage to the equipment exceeds the deposit or fee paid, the organization will be liable for the entire amount of the repairs/replacement. The organization further agrees to return the equipment to the Student Activities Office the first business day following the last date of use.

\_\_\_\_\_  
SAO Staff Signature

\_\_\_\_\_  
Organization Contact Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

cash    check# \_\_\_\_\_

\_\_\_\_\_  
Amount Paid

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**For Office Use Only**

Date Out \_\_\_\_\_ Staff Initials \_\_\_\_\_ Date Returned \_\_\_\_\_ Staff Initials \_\_\_\_\_