



Office of Student Life & Leadership

Equipment Request Form

Note: Your request should be submitted at least two weeks prior to the date needed. Student Life and Leadership reserves the right to prioritize the request on availability and other considerations. Availability is based upon current request and institutional priorities.

Today's Date: _____

Club/Organization/Dept. Name: _____

Contact Name: _____

Phone Number/Extension: _____ Mobile: _____

Name of Event: _____

Date of Pickup: _____ Time of Pickup: _____

Date of Return: _____ Time of Return: _____

- Tent-# _____
- Popcorn Machine
- Snow Cone Machine
- Cotton Candy Machine
- Ice Chest, # _____
- Mic & Speakers

- Board Games
- Game Console - Wii *
- Helium-Balloon# _____*
- Other: _____
- Other: _____
- Other: _____

Helium: Helium only. Balloons and string are not included. Due to high cost, the least amount of balloons is required. *Helium is no longer offered for events outside of our office due to high cost of helium.*

Game Console: Another checkout form is required to check off for all components & games.

The club/organization/department agrees to return the equipment **CLEAN, packed in original state and returned** to Student Life and Leadership. Damages to the equipment may be addressed to the club/organization/department listed above.

I have read and will comply.

Director/Advisor Signature

Today's Date

For Office Use Only.

Date Submitted:	Approved By:
Return Date:	Condition:

Southern and Dobson
480.461.7285

Red Mountain
480.654.7759

Student Life and Leadership Machine Instructions

■ Snow Cone Machine

1. Plug in power cord
2. Pour ice into the crusher
3. Push down on plunger
4. Press & hold black switch until all the ice has been shaved

■ Popcorn Machine

1. Plug in power cord
2. Turn on heating switch, wait 2-3 minutes
3. Open kettle, add corn and butter, close kettle
4. Let the corn pop
5. After 5 minutes grasp black handle and dump popcorn
6. Repeat

■ Cotton Candy Machine

1. Plug in power cord
2. Place silver bowl on machine
3. Line the white plastic mesh net inside the bowl (be sure NOT to dispose of this after)
4. Place plastic top onto bowl
5. Pour desired flavor into the machine
6. Turn machine on, press the spin switch
7. Use paper sticks to swirl the cotton candy and serve

*** *GLOVES MUST BE WORN AL ALL TIMES WHEN IN USE.***

Office of Student Life and Leadership has priority over all other events

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