Walsh College Student Government
Request form to use Popcorn Machine

This form is to be filled out by all Student Organizations when requesting to use Student Government's Popcorn Machine. Fees are due one week prior to use. Rules that are not followed will assess an additional fee.

Student Organization: ____________________________________________
Contact Person (include Title): ________________________________________
Contact Email: ______________________________________________________
Contact Phone Number: ______________________________________________
Include date and duration of function: ________________________________

Include the number of popcorn packets needed (1 packet produces approximately 4-5 servings, 10 packets are suggested to host an event): ______________________

Popcorn Machine Rules
1. The popcorn machine will be available one hour prior to the start of your event and needs to be returned by no later than the next business day to the Student and Alumni Relations Office.
2. All users are to clean the machine after each event with only the terry clothes available in the storage compartment. Only water can be used in the kettle. Returning a dirty machine will result in a $25 fine.
3. Popcorn machine is to be used as directed by the manual located in the storage compartment. Any other use of the machine will result in a $25 fine.
4. Intentional damage to the popcorn machine or stolen property will result in a fee equivalent to the amount required to fix or replace parts to the machine.
5. Each packet of popcorn needs to be purchased one week prior to event. The cost is $1.50 per packet needed (feeds 4-5 people). Extra packets that are unopened will be purchased back by Student Government.

I understand and have read all rules related to operation of the popcorn machine. I understand that a fee will be assessed for misuse of equipment, dirty machine, inflicted damage, and stolen property.

________________________________________  __________________________________
Print Name                                                                 Signature

________________________________________
Date

This form is to be turned in at the Student and Alumni Relations Office at Troy Campus or emailed to Maggie Katz at mkatz@walshcollege.edu.

(Please submit this form 30 days prior to your event and allow two weeks for Student Government to contact you with approval.)