



Popcorn Machine Request Form

Campus Activities and Orientation (CAO) has a popcorn machine available to student organizations and departments / offices to rent for events and programming.

Reservation Policies

- Student organizations will be charged \$3.00 per bag of popcorn. This is non-refundable. Comissioned student organizations and departments / offices may pay by charging bags to their student organization fund number. Chartered student organizations must pay with cash or check (made out to Augsburg College).
- The popcorn machine can only be used by individuals associated with the student organization denoted on this form.
- The popcorn machine must be returned within 24 hours of checking it out from CAO between the hours of 8:30am – 4:30pm, Monday through Friday. Special arrangements must be made for weekend usage.
- The popcorn machine must be properly cleaned with the cleaner provided before returning it to CAO.

Those that do not adhere to this policy will be charged a \$50.00 fine and will not be able to rent out the popcorn machine for the remainder of the academic year.

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|---|------------|---|----------|
| Name of Student Organization or College Department/Office | | Budget # (Commissioned orgs and depts/offices only) | |
| Event Name | Event Date | Start Time | End Time |
| Name of Contact Person | | Student ID # (If applicable) | |
| Augsburg Email | Phone # | Campus Box # | |

On behalf of my student organization, I agree to the popcorn machine reservation policies stated above.

| | |
|--------------------------|------|
| Contact Person Signature | Date |
|--------------------------|------|

FOR OFFICE STAFF USE ONLY

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|--------------------------|---------------------|----------------------------------|
| Time of Checkout | # of Bags Purchased | Form of Payment (If no budget #) |
| Name of CAO Staff Person | | Signature of CAO Staff Person |

For any questions regarding this form, or for more information about the popcorn machine, please contact Campus Activities and Orientation at 612-330-1418.