

CLAYTON STATE UNIVERSITY EQUIPMENT RENTAL POLICY

*Some items and equipment may be provided for rental for student organization on-campus events and programs. *Fees may apply (see Equipment Rental Fee Chart - line 12).*

1. Equipment is only available for use on the Clayton State University campus.
2. Specific equipment needs for an event/meeting must be submitted a minimum of five (5) business days prior to the scheduled date. In the event that a fee is charged for the request equipment, a representative of the organization must sign an **Organization Equipment Use Agreement**.
3. Laker Life cannot guarantee last-minute equipment accommodation (i.e., additional tables, chairs, sound equipment, etc.).
4. The sponsoring unit is responsible for inspecting all equipment to verify it is intact and operational prior to taking the item(s) into possession.
5. Reserved equipment not picked up on the scheduled date will be made available for rental on the next business day on a first-come, first-served basis.
6. Sponsoring units are not permitted to tamper or deconstruct equipment configurations unless authorized by Laker Life staff.
7. The equipment reserved is expected to be returned in working order. Sponsoring units will be financially responsible for broken/damaged equipment (i.e., not functioning properly, dented, torn, etc.). In addition, all equipment must be cleaned: this includes stains, mud/dirt, odors, etc.
8. Laker Life reserves the right to inspect equipment after the item has been returned for cleanliness and/or damage.
9. The Sponsoring Unit agrees to replace (lost, stolen, damaged, or broken) equipment. If a replacement must occur, the sponsoring unit agrees to purchase the exact model as the damaged item. If the model is not available, the sponsoring unit agrees to purchase a model of equal or greater value. Failure to replace equipment will result in a loss of reservation privileges, and a fine against the Student Organization as well as possible Judicial Affairs review.
10. The Sponsoring Unit is liable for all equipment malfunctions pertaining to inappropriate use or usage not in accordance with normal functionality.
11. All illegal use of equipment will be reported to the local authority.
12. *Some equipment requires a charge for rental. Please see the list below:

Equipment Rental Fee Chart

The below rates outline the rental fees for items requested on the [Equipment Rental Request Form](#):

Camera** - \$0.00

Bluetooth Speaker - \$0.00

Snow Cone Machine - \$20.00

Popcorn Machine - \$20.00

Cotton Candy Machine - \$20.00

Bluetooth Speaker - \$20.00

Grill* - \$20.00

Tarp (On-site @SAC only) - \$75.00

Please note the following:

- Items marked with (*) cannot be removed from the Student Activities Center.
- Items marked with (**) are only to be reserved with the written consent of Student Media
- No items can be used away from Clayton State University.
- Transporting of the requested items is the responsibility of the requestor.
- Please clean each item before returning to the Department of Laker Life.
- The fee is for the use of the machine. Additional items required to operate the machine (cotton candy floss sugar, popcorn kernels, etc.) are not included with the rental. Items can be purchased from www.concessionequipment.net. The popcorn machine requires 4oz kernel packages.