

# Sea Park PTO Popcorn Machine Use Request/Use Agreement Application



Sea Park Faculty/Staff must submit this application to the PTO at least one week prior to the event for which popcorn machine will be used. At that time, the PTO will review the request, and if request is consistent with the Popcorn Machine Use policy, it will be forwarded to the Sea Park administration. The use and purpose for the use must then be approved by the administration prior to use. If use is approved, the borrower/lessee must adhere to the terms and conditions of use as listed on this application as well as the use procedures listed in the policy. Borrower/Lessee will be given a copy of the Popcorn Machine Use policy prior to use of the popcorn machine. A copy of the policy can also be found inside the popcorn machine cabinet and on the PTO webpage.

**Project Name:** \_\_\_\_\_

**Faculty/Staff Requestor Name:** \_\_\_\_\_

**Associated Club Name (if any):** \_\_\_\_\_

**Use Purpose and Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Terms and Conditions of Use:

1. Borrower/Lessee agrees to comply with the terms and conditions of use upon initial request to use machine.
2. The borrower/lease agrees to properly use machine as listed in this policy and to use due care in the transport/use of the machine.
3. Borrower/Lessee agrees to familiarize themselves with the operation and cleaning instructions included in the policy.
4. Borrower/Lessee agrees to thoroughly clean popcorn machine prior to its return. If machine is not returned in same condition as when checked out, then the club/faculty member will not be able to subsequently borrow machine.
5. Borrower/lease agrees to complete and submit Popcorn Machine Return Form & Checklist to ensure machine/supplies have been returned/used in accordance with policy.

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PTO Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_