Equipment Rental Policies and Procedures

Purdue Student Union Board allows Recognized Student Organizations and University Departments to rent various items for use at events on campus. If your group wants to request this service, you must read and understand the following policies and procedures in addition to completing an Assistance Request Form.

**General Equipment Policies:**
1. The event, at which said equipment is being used, must be held inside the Union or Stewart Center buildings unless prior permission of the Purdue Student Union Board is granted.
2. The organization that is using said equipment may be charged a rental fee prior to use.
3. The organization that is using said equipment must contact the Purdue Student Union Board V.P. of Administration and Finance via email at psub-adminfinance@purdue.edu or phone at 765-494-8976 at least two (2) weeks prior to event in order to setup pick-up and return times.
4. The organization that is using said equipment must set up a time during one of the executive officers’ office hours to be trained on correct usage of said equipment prior to the event.
5. The Assistance Request form must be signed and turned in at least two (2) weeks prior to the event to the PSUB office (PMU268).
6. In the event of said equipment not being returned in the same condition in which it was when checked out, there will be a fee charged up to the cost of replacement.

**Karaoke Machine:** The equipment consists of the Purdue Student Union Board karaoke machine and CD’s.

**Popcorn Machine:** The equipment consists of the Purdue Student Union Board Popcorn Machine. (It does not include corn or oil.)

**Projector Screen:** The equipment consists of the Purdue Student Union Board Inflatable Screen. (It does not include a projector or audio system.)