

Organization Name \_\_\_\_\_

### Requirements for Renting the Instruments

1. All equipment rental request forms must be submitted to an RHA E-Board officer 1 week before the anticipated delivery date. The form can be submitted via email at [RHA@cortland.edu](mailto:RHA@cortland.edu).
2. All equipment must be arranged for pickup or drop of with an RHA E-Board officer. If all of the RHA E-Board officers are not available for distributing the equipment, the RHD on Duty can distribute the equipment.
3. All equipment must be cleaned before returning it to an RHA E-Board officer. If the equipment is not cleaned the organization responsible will lose their rights to rent the equipment for the duration of the semester. Please use a mild detergent (dishwashing liquid) or a vinegar solution to clean equipment.

### Possible Equipment for Renting:

___ Popcorn	Date Pickup_____	Date Returned_____
___ Cotton Candy	Date Pickup_____	Date Returned_____
___ Hot dog roller	Date Pickup_____	Date Returned_____
___ Blender	Date Pickup_____	Date Returned_____
___ Snow Cone	Date Pickup_____	Date Returned_____

### Contact Information:

Contact Persons Name\_\_\_\_\_ Contact Persons Phone # \_\_\_\_\_  
Contact Persons Email\_\_\_\_\_ Location for the Event\_\_\_\_\_

\*\*Note RHA does not provide the food/supply's for any of the machines\*\*  
\*\*Supply's can be purchased at Grand Rental Station or Cortland Produce\*\*

### **Cortland Produce Cash and Carry**

*Popcorn & Snow Cone Supplies.*

*Also, other restaurant supplies may be purchased here.*

32-34 Owego Street

Cortland, NY 13045

ph: 607-753-6900

fax: 607-753-6955

Cortlandproduce@yahoo.com

<http://cortlandproducecashandcarry.com/>

### **Grand Rental Station**

*Popcorn, Cotton Candy, Snow Cone Supplies  
Also, other party rental stuff such as The Dunk Tank*

245 Mclean Rd ,

Cortland NY 13045

Phone: 607-753-1838

grand\_rental@a-znet.com