**SORC EQUIPMENT RESERVATION FORM**

Name of Group ____________________________

Contact Person ____________________________ E# ___________ Phone # ______________

Name of event /program /topic to be used for ____________________________

Location of event/program ____________________________ Date(s) of event/program ________________

**Outdoor Tent Canopies**

- Dates (By the day) ______________
- Location Requested ______________
- Size Requested ______________

Requests must be received at least one week prior to the first day of your intended reservation. Tents can be picked up from SORC Suite A the day before the event and must be returned by the day after the event. We have (14) 10 x 10, (2) 9 x 9, and (2) 12 x 12 size tent canopies. Tents must be returned **UNDAMAGED**. On-Campus events & locations must be reserved in advance through the University Center before a tent can be reserved. Events involving food must follow the University Center & the Campus Dining Services’ guidelines.

**Button Maker**

- Dates (By the day) ______________
- Number of buttons ______________

A drawing of the button must be submitted with this form for approval. Turn in your request one week prior to the day of your intended reservation. The SORC will provide supplies to make the pin-on buttons *excluding the printed image* at a cost of $0.30 per 3 inch button and $0.20 per 2.25 inch button. Payment must be made to the SORC before buttons are made.

**Walkie-Talkie Radios**

- Dates (By the day) ______________

Walkie-talkie radios are available to be used for large events such as Relay for Life, concerts, etc. Requests must be received at least one week prior to the first day of your intended reservation.

**Popcorn Machine**

- Dates (By the day) ______________

Popcorn machine **must be cleaned before it is returned to the SORC**! The SORC does not provide any supplies to make the popcorn.

- Displays must comply with TBR Policy 3:01:01:00 Organizations and Policy 3:02:00:01 General Regulations on Student Conduct. Displays must not: (a) have illegal aims and goals; (b) propose activities which would violate regulations of the Board or the institution or school, or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution or school; or (c) advocate incitement of imminent lawless action which is likely to produce such action. Furthermore, public displays which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value are prohibited.

- Reservations may be denied for groups who have had more than **2 consecutive reservation periods**, in order to accommodate other student organizations.

- Reservations are made at the discretion of the SORC Staff to best serve all student organizations.

- Multiple weeks or months may not be reserved on the same reservation form. **Reservations should be made no more than 2 months in advance of the date needed.**

- All equipment listed will be assigned on a first come, first served basis. **However, new reservations will be given priority over groups who have reserved equipment for more than 2 consecutive reservation periods.** The contact person named above will be notified of approval status after receipt of this request.

- All equipment must be returned **UNDAMAGED**. Any lost/stolen/damaged equipment will be at the expense of the Student Organization.

- I understand that failure to abide by these policies will result in my group being denied use of these services for one full semester.

__________

Signature of Contact Person

Date

For Office Use Only

Date Received ____________________________

Registered Organization Yes _____ No _____

Approved: Yes _____ No _____

Location ____________________________

Initialed by ____________