



**Extension**  
UNIVERSITY OF WISCONSIN-MADISON  
WINNEBAGO COUNTY

**Winnebago County 4-H Leaders' Board**  
**Popcorn Machine**  
**Check-Out Agreement**



625 E County Road Y • Suite 600 • Oshkosh, WI 54901 • (920) 232-1974 • FAX (920) 232-1967 • <https://winnebago.extension.wisc.edu/4h/>

The Winnebago County 4-H Popcorn Maker is available to check out by certified 4-H leaders to be used at community events/fundraisers. The person who checks out the popcorn maker will be held responsible for its safe use and return by agreeing to the statements listed below.

**Contact Information:**

Name:	Phone:
Contact email address:	Pick-up Date:
Brief description of activity where popcorn maker will be used:	

**PLEASE READ and INITIAL**

- \_\_\_\_\_ I will provide a deposit for \$100 at time of checkout
- \_\_\_\_\_ I agree to pick up the popcorn maker on \_\_\_\_\_.
- \_\_\_\_\_ I understand that I am responsible for the popcorn maker, its travel, safe use, and return.
- \_\_\_\_\_ I agree to safely transport the popcorn maker, including having two people assist in carrying or wheeling it between locations.
- \_\_\_\_\_ I agree to keep the popcorn maker locked up if I have it checked out overnight.
- \_\_\_\_\_ I agree to clean the popcorn maker with the provided cleaning spray or I may not be reimbursed for the deposit
- \_\_\_\_\_ I agree to return the popcorn maker by \_\_\_\_\_.
- \_\_\_\_\_ I agree to pay for all damages that occur while the maker was in my possession.
- \_\_\_\_\_ I will be charged for any pieces or supplies that are found missing.
- \_\_\_\_\_ I understand that any popcorn I have purchased cannot be returned.

**I have read and fully understand the Popcorn Maker Rental Agreement Form.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Deposit** Make checks payable to: **Winnebago County 4-H Leaders' Association**  
*Deposits will be held at the Extension Office and returned following inventory of parts and inspection of condition.*

**Office Use Only**

**\$100 Deposit** Check #: \_\_\_\_\_ or Cash \_\_\_\_\_

Popcorn and oil purchased: # of cases (28 packs) \_\_\_\_\_ x \$37.25 = \$ \_\_\_\_\_  
# of individual packs \_\_\_\_\_ x \$1.34 = \$ \_\_\_\_\_

**Total Payment Received:** \$ \_\_\_\_\_ Check #: \_\_\_\_\_ or Cash \_\_\_\_\_

Date Out: \_\_\_\_\_ Staff: \_\_\_\_\_ Date In: \_\_\_\_\_ Staff: \_\_\_\_\_

**Condition when returned:**    Excellent    Good    Needs Cleaning    **Amount of deposit returned:** \$ \_\_\_\_\_