



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 **I have to purchase my own popcorn from Lamer's Dairy** (Product # PP9960)

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 _____

Total Payment Received: \$ _____ Check #: _____ or Cash _____

Date Out: _____ Staff: _____ Date In: _____ Staff: _____

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