

Popcorn Machine Contract/ Training

The Student Activities popcorn machine may be rented and used outside of the Reid Campus Center but only persons affiliated with the college may rent this equipment. If the machine is returned incomplete or broken, or if it is not returned at all, you or your organization will be charged to fix or replace the machine and its components.

Equipment included

- Machine including kettle
- Popcorn "Shovel"
- Popcorn and oil packages
- Paper bags

Rental Rates

Daily rate (equipment must be picked up by 4pm and returned the next day by 3pm)
\$20 a day for use
\$.50 per package of kernels and oil

To request a date for renting the Popcorn Machine, please fill out the following information and return the form to the Student Activities Office Reid 202.

Please note: Completing and submitting this form only constitutes a REQUEST for rental, it does not reserve the equipment. You will be notified promptly whether or not the machine is available on the day you are requesting it and we will confirm that the reservation is in place at that time.

Your Name:

Group/Department Name (if applicable):

Date you would like to use machine:

If the above date is unavailable, is there another date you'd like?

Contact Phone:

Contact Email:

I _____ have read the cooking instructions and cleaning procedures and agree to everything set forth in the instructions.

Signature

Date

Questions? Contact Katharine Curles (curleske@whitman.edu)

In order to use the machine you will need to attend a short training session to assure the equipment is used properly. This will be schedule when we confirm your rental date has been approved.

Cooking Instructions

1. Plug in machine and turn light and heater on
2. Let machine heat for 5 minutes
3. Put 2 packages of oil and kernels in the kettle
4. Close kettle and the kernels will pop and over flow
5. When popping stops (3-5 second between pops) **twist** handle of kettle to empty

Cleaning instruction

1. Wipe out kettle with paper towel **Do not use any cleaner**
2. Clean glass with Windex
3. Clean bottom with Windex
4. Empty the Crum Catcher on the bottom of the machine
5. Wash shovel
6. Put all supplies back in plastic tubs
7. Place popcorn machine back on shelf in Resource room