

# Button Maker Rental Agreement

1. **The button maker must remain in the Campus Activities and Student Engagement office.**
2. Reservations for the button maker must be made at least one (1) day in advance. This will be on a first-come, first-served basis.
3. The button maker may be reserved for a maximum of three (3) days at the regular rental rate.
4. The button maker may only be reserved by a UWSP recognized student organization or a UWSP department/office.
5. The button maker may only be used by the person who has reserved it and presentation of a valid UWSP ID is required.
6. The purpose of the button maker must be stated on the rental agreement.
7. The rental fee and cost of the button is due when the button maker is put into use.
8. In the event of damage, the user will be charged a reasonable fee for the repair or replacement. Note: Replacement cost for the machine is approximately \$900.
9. State or SFO account number is required. Cash or check is not accepted.

Organization/Office: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s) Reserved: \_\_\_\_\_ Number of Parts Needed: \_\_\_\_\_

Purpose: \_\_\_\_\_

<b><i>COST</i></b>		
Number of Buttons	Price Per Button	Total Button Cost
<50	\$0.40	TBD
50	\$0.35	\$17.50
100	\$0.30	\$30.00
150	\$0.25	\$37.50
200	\$0.20	\$40.00
250	\$0.19	\$47.50
300	\$0.18	\$54.00
<b>Rental Fee: \$5.00/3 Days</b>		

<b><i>BILLING</i></b>	
Button Parts: _____	<b>PAID FOR:</b> <input type="checkbox"/> State/SFO Account - # _____
<b>TOTAL Cost:</b> _____	

Signature of Renter: \_\_\_\_\_

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

CASE Staff Initials (upon first use):	Date:
CASE Staff Initials (upon completion):	Date: