

# Popcorn Machine Request Form

1. A \$10 use fee is required for each day or portion thereof use.
2. A \$50 cleaning and damage deposit fee is required. It will be the judgement of the WMC staff that the machine is undamaged and cleaned to standards. Part or all of the deposit maybe forfeit. A unit will be given an opportunity to "clean it again" upon return, if not up to standard before forfeiting anything provided that the machine is not reserved for a proximate time necessitating immediate turn-around and therefore cleaning by the council staff. If the machine is not returned the unit is responsible for the replacement cost (currently \$175- August 2021).
3. Deposits and fees may be in the form of cash, check or charge from unit deposit accounts. No credit cards please.
4. To follow the points of the Scout Oath and Law, each unit will be limited to two pre-scheduled use days in order that as many units as possible can use the machine.
5. Pick-ups and Drop-Offs
  - a. It will be best to arrange pick up and drop off at the WMC Scout Shop during operating hours.
  - b. If Scout Shop hours don't work for your situation, please note that most days, Monday- Friday 9-4 there are administrative employees in the back office and we can arrange by appointment opportunities for drop up and pick up.
  - c. In some situations, it may be asked that volunteer to volunteer hand-off be made. For example, Troop 999 needs the machine for an event Friday evening, but Pack 222 requests it for Saturday. If mutually agreed upon the volunteers can meet and transfer the machine. The financial transactions would then follow that Pack 222 pays troop 999 the \$50 deposit and that WMC would refund Pack 222 the deposit that Troop 999 left with WMC.
6. Machine not in use hot list. A unit may be on call for using the machine beyond their two allotted uses by making a reservation 48 hours in advance. For weekend requests hot list request will be fulfilled by the lowest number of previous uses and then the date/time of the request.
7. We will need the machine to be taken out and returned in the minimum possible amount of time.
8. Requests should be sent to [Lynsey.Brodeur@Scouting.org](mailto:Lynsey.Brodeur@Scouting.org).

I agree to the rules above \_\_\_\_\_

District \_\_\_\_\_ Unit Type \_\_\_\_\_ Unit Number \_\_\_\_\_

I need the machine specifically on Date \_\_\_\_\_ Hours \_\_\_\_\_

Location to be used street address \_\_\_\_\_ City \_\_\_\_\_ State Zip \_\_\_\_\_

Guesstimate on number of people to be served \_\_\_\_\_

Pick up Date/Location \_\_\_\_\_ Return Date/Location \_\_\_\_\_

For Office Use      Payment Form

\_\_\_ Cash    \_\_\_ UDA    \_\_\_ Check    \_\_\_\_\_    \_\_\_ Volunteer to volunteer Hand off