

Union Programs Office Big Event Tools and Supplies Rental List

Guidelines

Reservations/Scheduling: The Big Event loans its tools and supplies on a case-by-case basis to student organizations, University departments, and other KU entities. All reservations must be for a specific event purpose. The maximum length of a reservation will be two weeks. All requests must be submitted to the Union Programs Box Office for consideration. Big Event tools will not be available within the two weeks before or after the annual event date.

Organizations borrowing tools from the Big Event are responsible for all transportation and other needs related to loading supplies into and out of Big Event storage facilities.

Please write the number of each piece of equipment your organization/department is requesting.

Supplies available:

Event supplies:

- Tents ___
- Folding tables ___

Painting supplies:

- Paint roller holders ___
- Paint rollers ___
- Paint brushes ___
- Paint trays ___
- Paint tray liners ___

Landscaping supplies:

- Rakes ___
- Hedge shears ___
- Trowels ___
- Shovels ___
- Spades ___

- Drop cloths ___
- Disposable painting gloves ___

Cleaning supplies:

- Windex ___
- Trash bags ___
- Brooms ___
- Dustpans ___
- Towels ___

- Wheel barrows ___
- Tarps ___

Maintenance tools:

- Hammers ___

Requested supply pickup time/date: _____

Additional notes/requests: _____

For office use only:

Organization or department: _____

Big Event representative: _____

Big Event representative email: _____

Date supplies picked up from Big Event storage: _____

Date supplies picked up from Programs Office: _____

Date organization returned supplies: _____