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REQUESTING CAMPUS LIFE SPACE

All UNCW departments and registered (through CAIC) student organizations submit CL space requests through the Campus Reservation System. Requests, for either meetings or events during the fall semester, are accepted beginning early in the second semester. Spring/Summer reservations are accepted beginning in the summer.

The Campus Life staff reserves the right to make substitutions in room reservations or move a group to another area subject to availability.

Group One: UNCW Registered Clubs/Organizations and University Departments

Group Two: UNCW Group 1 entities charging admission or registration, sponsorships or other monies are exchanging hands external groups who have secured sponsorship by University departments or registered student organizations in which the department or organization becomes the sole contact and responsible entity for the event. University sponsored groups and external organizations are charged the additional facilities, staffing and equipment fees.

Group Three: External (off campus) Groups

CANCELLATIONS

Cancellations may be made online through the Campus Reservation System at least 3 business days prior to the event date. Cancellations less than 3 business days of the event date must be submitted to the Office of Events and Reservations directly. If a user neglects to cancel a reservation, the group will receive a letter from the Campus Life Events and Reservations Office informing them of the “No Show Policy”.

FEES AND CHARGES

Cleaning
Rooms must be left in the same condition in which they were found. Trash and recycling containers are available in every room and corridor. Should a spill occur, please contact a Building Manager.

All requests to bring food and beverage from off-campus should be submitted for approval to campus catering, Aramark, though final determination will be made by Campus Life. Should all approvals be granted, the reserving group is responsible for all clean-up including the following:

- Using tablecloths or covering to protect the tables from spills and damage as well as wiping down the tables at the conclusion of the reservation
- Ensuring all food/beverage trash is discarded in a bin outside of the room
- Use of burners, heat lamps, etc. are prohibited
Fees may apply if additional Housekeeping staff is needed outside of regularly scheduled shifts.

A cleaning fee will be applied to any reservation where excessive cleaning is required as a result of client use.

A damage fee will be applied to any reservation where damage to the facility and/or equipment requires repair, replacement, and/or specialty services (i.e. housekeeping, painting, etc.).

ADVANCE RESERVATION REQUESTS

Advance Reservation Request forms are available to groups who wish to reserve space for a major event on date(s) extending beyond the approved time periods. Forms must be submitted prior to the first day of classes for the semester during which the event is to take place.

AUDIO/VISUAL

Events with audio-visual and/or lighting needs including bands, DJs, lectures, films, and live performers require a consultation with the Office of Events and Reservations.

Any music or amplified sound must be approved prior to the event to ensure other events in adjacent areas are not disturbed. Any music or amplified sound for outside events must observe the noise ordinance of 11:30am-1:30pm Monday-Friday.

Use of the piano may be requested through the Office of Events and Reservations. Tuning and usage fees may apply.

Your Guests:

- An adult must accompany minors at all times.
- Shirt and shoes must be worn at all times in Campus Life facilities.
- No skates, bicycles, etc. are permitted inside the Campus Life buildings or in the Amphitheater.
- No smoking in or around Campus Life facilities.
- The sponsor and guests are responsible for adhering to all applicable university regulations and state and federal laws.
Campus Life Events and Reservations

After Hours and Extended Hours Policy

**After Hours** – events that begin and end after regularly scheduled facility hours or special facility hours

**Extended Hours** – events that begin when a facility is normally open and ends when a facility is normally closed; or an event begins when a facility is normally closed and ends when a facility is scheduled to be open

**DETAILS:**

A. Reservations are for the actual rental hours
   - Half day - four hours or less
   - Full day - four hours to eight hours

B. After Hours Fees:
   - Group 1 – charged Group 2 facilities fee
   - Group 2 – charged Group 3 facilities fee
   - Group 3 – 150% of the Group 3 facilities fee

**EXTENDED HOURS FEES - WARWICK CENTER AND BURNEY CENTER**

If a reservation extends into hours in which the facility is closed the following fees will be charged per building:

- Group 1 – Event Manager and Information Center Staff 30 minutes prior to Client Arrival until 30 minutes after Client Departure
- Group 2 - Event Manager and Information Center Staff 30 minutes prior to Client Arrival until 30 minutes after Client Departure
- Group 3 - Event Manager and Information Center Staff 30 minutes prior to Client Arrival until 30 minutes after Client Departure

**EXTENDED HOURS FEES – FISHER STUDENT CENTER**

If a reservation extends into hours in which the facility is closed the following fees will be charged per building:

- Group 1 – Event Manager and Information Center Staff 30 minutes prior to Client Arrival until 30 minutes after Client Departure plus $30 Extended Hours Charge for each hour outside normal operating hours
- Group 2 - Event Manager and Information Center Staff 30 minutes prior to Client Arrival until 30 minutes after Client Departure plus $35 Extended Hours Charge for each hour outside normal operating hours
• Group 3 - Event Manager and Information Center Staff 30 minutes prior to Client Arrival until 30 minutes after Client Departure plus $45 Extended Hours Charge for each hour outside normal operating hours

EXTENDED HOURS FEES – FISHER UNIVERSITY UNION

If a reservation extends into hours in which the facility is closed the following fees will be charged per building:

• Group 1 – Building Manager 30 minutes prior to Client Arrival until 30 minutes after Client Departure plus $30 Extended Hours Charge for each hour outside normal operating hours
• Group 2 - Building Manager 30 minutes prior to Client Arrival until 30 minutes after Client Departure plus $35 Extended Hours Charge for each hour outside normal operating hours
• Group 3 - Building Manager 30 minutes prior to Client Arrival until 30 minutes after Client Departure plus $45 Extended Hours Charge for each hour outside normal operating hours
Campus Life Events and Reservations

Decorations & Banners

Most standard decorations do not require prior approval—as long as the following guidelines are followed. However, large or intricate schemes may require approval and assistance by Campus Life staff to install, hang, or rig. Campus Life staff are NOT responsible for creating, designing, painting, or building decorations, nor should decorations be constructed within the facility. Charges will result from damage due to spilled paint or other material.

GENERAL DECORATION GUIDELINES

- Decorations must not impede egress boundaries, entrances, exits, doorways, etc.
- Decorations must be treated with a fire retardant, certification or official labeling must reflect this process.
- Large decorations must be inspected by University personnel to ensure their integrity; decorations that are deemed unsafe must be repaired or removed. Extensive decorations may require pre-approval, contact the Events and Reservations Office with details.
- Decorations that are designed to hang from the ceiling should be rigid enough to support themselves—and not rely on multiple suspension points.
- Items may not be taped, tacked, stapled, or glued to anything including but not limited to: painted surfaces, drapes, or window, window treatments, art, wall hangings, etc.
- Glitter, confetti, paint, glue guns and power tools are not allowed.
- All items that need to be hung and large decorations that require removal or rearranging furniture in common areas must be approved and arranged 10 business days prior to the event. Additional charges may occur.

Charges for installation:
Groups will be charged for installation, hanging, removal, etc.

Tape:
Due to the residue left on surfaces, tape (duct, painters, scotch, etc.) is not allowed on any surface in Campus Life facilities. Groups will be responsible for all charges for removal of tape.

Pyrotechnics, smoke machines (hot/cold), or open flame:
A detailed plan must be submitted 3 weeks prior to event date. Plan must be reviewed and approved by Campus Life and UNCW Environmental Health & Safety. University personnel may be required to be on duty during these events. Additional charges may occur.
Campus Life Events and Reservations

Display Cases Policy

- Reservations may be for up to two week time periods. Groups may extend their display reservation no earlier than five days before the existing reservation end date.
- Display Case reservations cannot run concurrently in more than one Campus Life facility unless otherwise approved by the Events and Reservation office.
- Access to a Fisher University Union, Fisher Student Center or Warwick Center reserved display case can be obtained through the Information Center (FSC).
- You must present your UNCW ID card to the Information Center attendant on duty; he/she will hold your ID until you return the display case key.
- Reserving organizations/departments are responsible for the setup and removal of items within the display case.
- Users must remove their display by the end of the reserved time. If items are left, they will be taken to the Information Center for one week. After that time, the items will be discarded.

SECURITY

All sliding window locks within the Fisher Student Center, Fisher University Union and Warwick Center are to be secured at all times. Do not leave locks in empty display cases!

No Show Policy

A No Show is defined as failure to cancel or show for your event as reserved.

1. First No Show - Warning
   - Events and Reservations office contacts (letter, phone call or email) the group to inform them about the no show. All service fees are applied.

2. Second No Show (within 6 months of the warning) - Facilities Misuse
   - The groups’ second no show will be reported to the appropriate department as a misuse of facilities and will be subject to penalties outlined within the Misuse of University Facilities Policy. Both the department and student organization will be notified in writing.
Campus Life Events and Reservations

Misuse of University Facilities Policy

In order for groups to continue to enjoy the privilege of using campus space, organizations will be held to the University’s facility policies which includes, but are not limited, the following expectations:

- leave meeting space in the same condition found, including moving furniture back into its original place.
- remove any additional trash, food wastes, etc. from the facility (especially large items such as pizza boxes) and place in outdoor trash bins over weekends.
- only use sections of the facility that have been reserved by the organization.
- immediately report any incident(s) or damage(s) to the appropriate reservations office, whether caused by the organization or not.
- understand that access to technology is only available in select university spaces, and can then only be accessed and operated by university personnel (Note: access to technology is not available in academic spaces).
- a UNCW staff/faculty or student member from the sponsoring student organization must be present at all times during the time of the event.
- student organizations are required to inform the appropriate reservations office during normal business hours should an event, meeting, etc. be canceled.

Groups that fail to uphold the University’s facility policies may be subject to penalty which include, but not limited to:

- loss of reservation privileges.
- charges for damage, clean-up, etc.

Student organizations that misuse university facilities once within a six-month period will receive a warning letter.

Student organizations that misuse university facilities twice within a six-month period will be placed on facility misuse probation which entails:

- loss of all current university facility reservations during the 90-day period following the violation
- only allowed to reserve university facilities as long as the reservation is past the 90-day probation period
- winter break and summer session will not be considered as part of the 90-day probation; however use of space during those times will not be permitted.

The Executive Director for Campus Life, in cooperation with the respective reservation offices, reserves the right to assess the severity of the violation and/or any past facility misuse history by the student organization to determine an appropriate sanction. This may include a longer probationary period, immediate automatic probationary status without an initial warning letter, etc. A student organization that wishes to appeal a sanction they have received must electronically submit a typed letter or email of justification to the Executive Director for Campus Life within five (5) business days of the student organization being sent notification of their reservation probation status or other sanction. A student organization that fails to submit an appeal within five (5) business days will not be permitted to have their appeal heard.
Campus Life Events and Reservations

Recurring Reservations Policy

Campus Life space is available for the entire University community to share. To provide availability for other campus customers and programs, reservation requests should be limited to three days per week and may not exceed four hours per booking. No more than a total of 12 hours may be reserved per week by any one organization or program. Requests extending beyond these limits may be approved at the discretion of the Events and Reservations Office.

For academic/departmental events requested during the academic year in Warwick Center or Burney Center, reservations may not exceed 2 days. Exceptions may be granted by written approval from Campus Life on a case by case basis.
Solicitation and Sales Policy

DEFINITION

The policy is broadly defined by the distribution of promotional literature or information, the sale or offer for sale or sales promotion of any property or service and/or receipt or request for any gift or contribution.

DETAILS

No solicitation shall be conducted in any Campus Life building or structure on the campus of the University of North Carolina Wilmington or on the grounds, sidewalks, or streets on the campus except by the agents or employees of the University acting in the official capacity of their agency or employment or by student government and/or recognized/registered student organizations.

Registered student organizations of the institution may collect membership fees or dues at meetings of such organizations scheduled in accordance with the facilities-use regulations.

There may be a collection of admission fees for an exhibition of films or other programs that are sponsored by the University, a recognized faculty group, or a registered student organization.

If an outdoor table is reserved and there is inclement weather the day of the reservation, the group may move inside to an unreserved table. If all the indoor tables are reserved, the group will be without a table that day. Groups are not allowed to move tables into sheltered areas for accessibility and fire code reasons.

Each solicitation table reservation is for one table and two chairs. No additional tabling or seating may be reserved or commandeered from other locations.

Only one solicitation table per program/group may be reserved per day. Tables should be reserved no more than three consecutive dates in a week. Solicitation tables must be staffed at all times. Literature left on the table without staffing present will be removed.

A. Solicitation must be conducted in a way:

That will not disturb or interfere with the regular academic or institutional programs being conducted on the campus.

That will not interfere with the free and unimpeded flow of pedestrian or vehicular traffic or sidewalks, streets or entrances to the Campus Life facilities.

That will not harass, embarrass or intimidate the person or persons being solicited.
B. Campus Activities Approval

Charitable fund-raising campaigns conducted on campus by individuals, student organizations, or non-student campus groups must be approved by the Campus Activities office and must be in compliance with the North Carolina “Solicitation of Charitable Funds Act”.

Student organizations may solicit local vendors or merchants for donations only with prior approval from both the Campus Activities office and University Advancement.

Student organizations and affiliated groups may solicit only with the written approval of the Campus Activities office. A properly completed solicitation form and compliance agreement must be submitted to the Campus Activities office seven days before the event. Approval will be granted under the following conditions:

The primary purpose of such sales will be to raise money for the benefit of the campus group or for charitable causes.

All solicitation must be conducted by and only by members of the affiliated group.

Outside vendors are not permitted to conduct solicitation on behalf of student organizations. Solicitations must be conducted in space approved by the Events and Reservations Office.

Activities authorized by the university administration involving the sale of goods or services including but not limited to activities of the University Bookstore personnel and representatives of education-supply firms, may be exempt from this policy.

Only recognized student organizations can hold food sales on campus and must comply with the following requirements:

- All food items must be individually wrapped.
- Food for sale by student organizations must be acquired by the following methods:
  a) Local merchants must donate food to student organizations. No money can be paid to area merchants for food sale items.
  b) Food may only be purchased for resale from ARAMARK. Bake sales items do not require permission from Aramark in advance of the bake sale. Bake sales items include cookies, brownies, cake, or other non-temperature sensitive food items.
  c) Items may be baked by the organization.
  d) No items for sale may be temperature sensitive. Items that must be refrigerated or held in a hot temperature manner (i.e. – hot dogs, pizza, deli sandwiches, etc.) cannot be sold.
- Your organization must seek and gain approval from Environmental Health & Safety and Risk Management. The student organization should provide the details of their event, including types of food being sold and packaging materials. Approvals can be sought through email or phone through the following contacts:
  Risk Management: Pam Elliott (elliottp@uncw.edu, 910-962-2950)
  Environmental Health & Safety: Stan Harts (hartss@uncw.edu, 910-962-3108)
Campus Life Events and Reservations

Technician Policy

Unless otherwise requested or required, the Technician will arrive a minimum of 1 hour prior to the event start time (additional time is required for theatrical lighting plots, concerts and larger or more complex setups) to ensure system(s) are ready to go by the event start time. During this time the Technician will:

- Install and test the equipment
- Explain user-operable components, and effective use of microphone systems
- Request that the speaker perform a sound check

*Note: All equipment checks (sound, lighting, etc.) should be completed before event doors open.*

Multiple Technicians will be required depending on the complexity of the event. The final decision for requiring multiple technicians is the responsibility of the Technical Coordinator, based on the following criteria:

- The equipment required
- Complexity of the event: scene changes, locations, etc.
- Input from the Production Technician Manager, Building Manager, and Assistant Director of Event Management and Technology

The Production Technician is NOT responsible for:

- The operation and performance of computers provided by others
- Editing or creation of presentation content (PowerPoints, Prezi’s, etc.)
- Network Connections
- Telephone Connections or Telephones
- Performance of or damages to third-party equipment.
- Creating decorations, arranging flowers, painting, applying bows, etc.

**Failure of Equipment**

As with any mechanical device, failures will occur. Every effort will be made to test equipment, provide extra batteries, and change blown lamps (when possible), however, we cannot and do not ensure that equipment will not fail.

Hourly rates for Production Technicians vary depending on classification of group using space. Due to time and/or space constraints, Technicians may be scheduled to setup or breakdown outside of the hours of your reservation. Client access to event spaces will not be extended to include these times.
Campus Life Facilities and Services

Freedom of Expression Policy

- External Speaker or Sponsor or an on-campus department or Student Organization will make a request of the appropriate reserving office for space. Once a reservation has been made, a requirement of receiving a confirmed reservation will be based on notification by professional staff in one of the following offices that a meeting has occurred as outlined below to review policies and address any questions:
  - All Student Organization sponsors will be referred to the Campus Activities and Involvement Center for consultation with a professional staff member about the relevant expectations for this activity.
  - All University Department sponsors will be referred to the Executive Director for Campus Life for consultation about the relevant expectations for this activity

- Student organizations sponsoring a speaker and requesting a space other than the Commons Amphitheater or Wagoner will be advised by Events and Reservations Staff, that should we receive complaints based on volume/noise or traffic disruption the speaker will be moved to either the Amphitheatre or Wagoner depending on the availability of the space. If no alternate space is available, the speaker will not be allowed to speak the following day (or may be asked to cease immediately if the concern is enough to require the speaker to stop immediately). In order to avoid the potential of this disruption, the student organization may want to consider reserving the Amphitheater or Wagoner.

- Once identified as problematic based on past experience with a particular speaker, the Events and Reservations Office will maintain a list of speakers who will be required to use the Amphitheater or Wagoner locations no matter the sponsor. The list will be developed based on noise/traffic disruptions or complaints filed with the University.

- For both student org.-sponsored speakers as well as Freedom of Expression permitted speakers, Campus Life will place notification (laminated notice using an A-frame stand) at the location one business day prior to and the day of the event stating who the speaker will be, who is sponsoring the speaker (or with Freedom Of Expression that they are here with a permit) and the duration of the time they will be in the location. It will also include the statement from the Code of Student Life, “the sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed by UNCW”. This will allow for people to reroute their day if they prefer not to hear speakers they may find offensive or to avoid the area due to congestion.

- An email will be sent by the Office of the Dean of Students, CAIC or Campus Life Executive Director to a defined distribution list to provide relevant information about an up-coming speaker including date, time, location, name of speaker and sponsor. The list is as follows:
  - Chief of University Police, Major and Captains
  - Max Allen and Mark Lanier in the Chancellor’s office
  - Dean of Students, Associate Dean and Assistant Deans
  - Vice Chancellor for Student Affairs
  - Executive Director for Campus Life
For student organization sponsored speakers, the sponsoring group will be required to have a representative of the group throughout the event who is easily recognizable item such as a button or laminate provided by CAIC, so that they can be identified and accessible to staff and students who may have questions/concerns.

Relevant sponsoring information will be kept on file for questions or concerns expressed to any of several offices so that the sponsoring organization may be involved in the response.

FREEDOM OF EXPRESSION BY NON-UNIVERSITY SPONSORED INDIVIDUALS OR GROUPS

Purpose
The University of North Carolina Wilmington is a community which embraces diversity. The university supports activities that encourage tolerance, understanding, respect and appreciation for different points of view. The U.S. Constitution supports freedom of expression as a fundamental right. This founding principle requires not our individual agreement with contrary opinions and positions, but our support and commitment to the protection of every individual’s right to express those opinions and positions. In pursuit of this goal, the university aspires to protect its educational mission while also protecting the first amendment right to free speech and expression. The granting of this privilege does not imply any university endorsement or support for the views expressed by the individual or group.

Policy
The following policy provides standards and guidelines necessary to maintain the orderly and essential operation of the university. Any individual or group who violates the policy may lose all privileges to assemble on campus in the future.

Procedural Guidelines
A. Non-university sponsored individuals and groups may be authorized to assemble and speak on campus between September first and November thirtieth, and between February first and April thirtieth, and additional dates may be unavailable due to the scheduling of certain campus events.
B. Any non-university sponsored individual or group (hereafter referred to as “speaker”) seeking the opportunity to speak on campus must register with the Office of the Dean of Students at least two business days prior to any activity.
C. The speaker will be assigned to a specific area — either in front of Wagoner Dining Hall or in the outdoor Amphitheatre - and granted permission to assemble for four hours. On the day of the authorized event, the speaker may request permission from the Associate Dean of Students to speak for up to two additional hours, for a total assembly time of no more than six hours on any particular day. Such requests will be granted, provided there is no other reservation for the space and there is no violation of the policy as described in paragraph III (F) below.
D. The speaker will be required to have and submit upon request a copy of the registration approved by the Office of the Dean of Students.
E. The speaker will not under any circumstances be permitted to either sell items or solicit funds, nor use any means of sound amplification.

F. The speaker will be allowed to continue to assemble for the full duration of time approved on the registration unless:
   1. university activity or operations are disrupted, or the speaker is impeding the flow of traffic of passersby, or
   2. university property is being damaged, or
   3. unlawful behavior on the part of the speaker, or
   4. an imminent threat is posed to the physical safety of the speaker, a visitor, or a member of the university community,
   5. the speaker incites a breach of peace.

G. Speakers who wish to distribute written information must indicate so on their registration forms and may not distribute materials in a way that interferes with the normal flow of passersby or causes litter.

H. If the UNCW Police Department and/or Office of the Dean of Students determine that a registered speaker is in violation of this policy, the speaker will be asked to leave campus and may be escorted from campus by the University Police.
Campus Life Facilities and Services

FSC Easel/Display/Solicitation Locations
(1st Floor)
Campus Life Facilities and Services
FSC Easel/Display/Solicitation Locations
(2nd Floor)
Campus Life Facilities and Services
FUU Easel/Display/Solicitation Locations
(2nd Floor)
Campus Life Facilities and Services
Sharky's Reservation Policy

Sharky’s Game Room is available for parties, socials, group retreats, meetings, receptions, and other events. Your reservation allows you free use of all games and equipment, including four billiards tables, four televisions, table tennis, and DDR (Dance Dance Revolution). Enjoy Xbox 360 and Wii in our large-screen electronic gaming lounge, while selecting from our library of video games. The maximum capacity for a Sharky’s event is 75 people. Rental fees apply for all reserving groups.

A standard reservation in Sharky’s Game Room is considered open to the public. If you wish to make your event private, meaning that only your guests may enter Sharky’s to use the gaming equipment during your event, an additional per hour charge will be added to the bill. Private events are not available from 6 p.m. to 7:30 p.m., when we must accommodate movie and concession sales.

All food service must be provided by the UNCW Catering. No outside food is allowed to be brought into university facilities. When you reserve a space, make sure you indicate that you will be serving food. As soon as you have a confirmed space reservation, contact Campus Catering at 910-962-3600 or catering@uncw.edu to make your food service arrangements.

Please reserve Sharky’s at least 3 business days before your event, in order to ensure adequate staffing. The reservation delegate for a student organization, campus office or department may make a reservation at https://events.uncw.edu/virtualemscampus/.

Off-campus businesses and community organizations may email clreservations@uncw.edu to inquire about reservations. Please indicate your date and time preferences.

POPCORN AT SHARKY’S

If you wish to include popcorn in your Sharky’s room rental, we provide popcorn servings in 25 bag increments. Sharky’s staff will make and serve the popcorn at our counter.

Sharky’s Popcorn 25 Regular Bags: $25 (Maximum is 6 orders: 150 bags for $150). The customer will be provided with popcorn during the Sharky’s event. Customer must pre-order. Each unit order is 25 bags. Customer may pre-order up to 6 units (150 bags of popcorn).

RENT SHARKY’S MOBILE POPCORN MACHINE

Departments and student organizations can rent the mobile Sharky’s popcorn machine for your event in the Fisher Student Center, Fisher University Union, Warwick Center, Burney Center or Amphitheater:
Mobile Popcorn Machine Rental: $32.00 for events up to 2 hours. $8 per additional hour. Machine must be picked up at Sharky’s by customer, unless you also select the optional Mobile Popcorn Machine Staff. A Sharky’s staff member will explain how to use machine, when you pick it up at Sharky’s.

Sharky’s Popcorn 25 Regular Bags: $25 (Maximum is 6 orders: 150 bags for $150) The customer will be provided with popcorn, oil, and bags. Customer must pre-order. Each unit order is 25 bags of popcorn. Customer may pre-order up to 6 units (150 bags of popcorn).

Mobile Popcorn Machine Staff (optional): $12 per hour with a 2.5 hour staffing minimum for an event of 2 hours or less. For events longer than 2 hours, add $12 per additional hour. A Sharky’s staff member will deliver the popcorn machine to your event, cook the popcorn and serve it to your guests.