

## DSU POPCORN MACHINE GUIDELINES

1. Book the popcorn machine by emailing [execadm@dal.ca](mailto:execadm@dal.ca)
2. Popcorn machine must be picked up from, and returned to, the SUB on the day of your booking. Please extend your booking if you need to return the next day.
3. You will need a society access card (<http://dsu.ca/society-access-card>) to pick up or return the machine (after 4:30pm). Check in with the information desk and ask them to contact a Night Manager who can give you access to the machine.
4. You must clean out the machine completely after use. This means that no left over popcorn, kernels, salt etc., can be left inside. Wipe out the machine with wet paper towel. Be sure to empty the tray that pulls out from under the machine.
5. If any debris has landed on the cart shelves, please clean.
6. Wash and dry the utensils before and after use and store on the cart in a Ziploc bag.
7. To operate the machine, follow the instructions on the glass panel; use at your own risk.
8. You must supply your own vegetable oil, kernels and seasoning.