

To request equipment from IRHA for your next event (such as a cotton candy machine, sports equipment, decorations, casino equipment, board games, multi-colored lights, karaoke machine, etc.)

- (1) See attached file for pictures of the types of equipment available
- (2) Go to <http://irha.housing.ufl.edu> then scroll to the bottom and click on the link to request equipment (or board games!)
- (3) Completely fill out the google doc which will be submitted to the IRHA Business Manager
- (4) The IRHA Business Manager will let you know if the equipment is available for your event
- (5) If it is available, you will pick up and drop off the equipment from the IRHA Office (next to Rawlings Hall) before and after your event. Make sure to take care of the equipment and to clean it if it's a food machine.

If you have any questions about this process or the equipment, email IRHABusinessManager@housing.ufl.edu.

Your request for the equipment must be submitted 10 days in advance (so plan ahead!). This is a totally free service so take advantage of this equipment to enhance your next event.