

School of Medicine

Authorization to Use University Property In an Off-Campus Location

TERMS OF LOAN: The School of Medicine adheres to the University of California Riverside’s Policy and Procedure Manual. The property described below is loaned to the user named below for the mutual benefit of the user and the University, and is to be used for the purpose of instruction, experimentation, research, or administrative support. Said property is subject to return at the end of the authorization period noted below. The University will not pay any transportation charges in connection with this authorization.

Lending Department: _____ Borrower’s Name: _____
 Department Address: _____ Title: _____
 _____ Agency/Campus: _____
 Department Phone: _____ Telephone Number: _____

U.C. Property NO. (If applicable)	EQUIPMENT SERIAL NO.	DESCRIPTION Including all component parts (Make,model, etc.)	ORDER or REFERENCE NO.	COST/VALUE

Reason for loan: _____
 Condition of Property at time of loan: _____
 Location of Property during loan period: _____
 Period of Authorization: From: _____ To: _____ End of Employment: _____

WAIVER OF LIABILITY: The undersigned borrower for and in consideration of the permission granted to him/her by the University of California Riverside, School of Medicine, to keep certain University property on premises other than those owned by the Regents of the University of California, hereby does release, hold and forever discharge the University of California and/or said Regents, and all officers, employees, and agents thereof either in their individual capacities or by reason of their relationships to said University and/or Regents, from any and all claims and demands whatsoever which the undersigned user, his/her heirs, representatives, executors, administrators or any other persons acting on his/her behalf or on the behalf of his/her estate have or may have against the aforesaid University and/or Regents or any r all of the above-mentioned persons or their successors, by reason of any and all claims for bodily injury and property damage including loss of use thereof. The user further accepts personal responsibility to ensure that said property is not lost or damaged while in his/her possession.

BORROWER: _____ DATE: _____
 LENDING DEPT. APPROVER: _____ DATE: _____

Repair or maintenance of all property requires the approval of the Department Chair or designee. Positive identification of the individual to perform repair work on equipment must be obtained prior to any work being accomplished. If any item to be repaired must be removed from its usual location, the individual receiving the equipment shall sign a receipt describing the item being removed, along with its serial number and UCR property number.