



SOUTHERN OREGON UNIVERSITY
Agreement to Allow Off-Campus Use of University Property

Southern Oregon University (SOU) hereby grants permission to

(Borrower Name)

to take and use the University property listed below off the campus premises. Item(s) shall remain in borrowers possessions from (date) to (date), but may be returned to the University earlier upon mutual agreement, SOU assumes no responsibility for the delivery or return of the item(s).

- 1. Borrower agrees the equipment will be used solely for the purpose for which it was loaned. Borrower will give to items in their custody the same care provided to similar property they own.
2. Borrower acknowledges responsibility for any damages to the property and acknowledges that the property may not be covered by the State Restoration Fund. If the property is covered under the State Restoration Fund, up to a \$5,000 deductible may be borne by the borrower or Department granting approval should a loss occur.

By signing below the borrower certifies he/she has read the above statement and agrees to abide by them

Borrower's Signature: Signature Position Title
Print Name Department Phone Date
SOU Authorized Signature: Signature Position Title
(Department Chair or Director)
Print Name Department Phone Date

To be completed by IT Department if a computer otherwise to be completed by Risk Management

Description of Property Loaned: Include all accessories that go with this equipment
Manufacturer: Serial #:
SOU Authorized Signature: Signature Position Title
(IT Dept or Risk Management)
Print Name Department Phone Date

Office Use Only

Date Returned: Received by: Signature Position Title
Print Name Department Phone Date