

**Southern Oregon University  
Oregon University System  
Agreement to Allow Off-Campus Use of University Property**

1. *Southern Oregon University* (SOUTHERN) hereby grants permission to:

\_\_\_\_\_ (borrower)

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, SOUTHERN assumes no responsibility for the delivery or return of the item(s).

2. 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. The item(s) covered in this agreement are to remain in the condition received and will not be repaired, restored, or altered in any way without SOUTHERN's written permission. All damages to the property will be promptly reported to SOUTHERN. Any theft will be immediately reported. The property is the property of SOUTHERN, and the borrower will surrender it immediately when asked by SOUTHERN to do so.

3. 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, the \$2,500 deductible will be borne by the borrower or Department granting approval should a loss occur.

Description of Property Loaned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Borrower's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Date: \_\_\_\_\_

Southern Oregon University: \_\_\_\_\_  
Authorized Signature (Department Chair/Director)

\_\_\_\_\_  
Name, Title, Phone

Return Original to: Beth Sunitsch, Business Services, CH 150