## LEHIGH UNIVERSITY PROPERTY MANAGEMENT -- LOAN FORM

| The objects listed below are                         | loaned to:  |   |  |
|--|---|---|--|
| (name of borrowing institution)                      |   |   |  |
| (contact person – please print nan                   | ne)   |   |  |
| (street address)                                     | (city/state/zip)                                    |   | (telephone / fax)  |
| for the period                                       | t   | :hrough   |  |
| for the purpose of                                   |   |   |  |
| Approved by:   |   |   |  |
| Department C   | nair / Supervisor Signature                         | Print Name  | Date   |
|  | O: (use additional pages as needed<br>Serial Number | to list objects)  | scription  |
|  |   |   |  |
| waste or injury to any                               |   | excepted. User shall be respo                                     | s equipment, and shall cause no onsible for any damage to or loss ent.   |
| officers, employees, s<br>whatsoever (including      | attorneys' fees) arising out of                     | gainst any and all losses, claim<br>Borrower's use of the equipme | ry and its trustees,<br>as, damages, liability or expense<br>ent (including but not limited to<br>ol, supervision, or responsibility). |
|  |   | _   | mercial General Liability (CGL)<br>ehigh University as an Additional   |
|  |   |   | te delivered to Lehigh University d be sent to the following office:   |
| The Borrower acknowledges understands the conditions |   | to execute this Agreement a                                       | and that he/she has read and   |
| (Authorized Signature of Bor                         | rower)  | (Title)   | (Date)   |
| PLEASE SIGN AND RETURN TH                            | IS FORM TO: Lehigh U                                | niversity   |  |

306 South New Street, Suite 451 Bethlehem, PA 18015-1652 Ph: 610-758-4550 Fax: 610-758-5655

**Asset Accounting Office** 

Note: Asset Accounting retains this signed form for two (2) years following the return of the borrowed equipment