



UCLA CORPORATE FINANCIAL SERVICES
AUTHORIZATION TO USE UNIVERSITY PROPERTY
IN AN OFF-CAMPUS LOCATION

UCLA Wilshire Ctr Bldg. Suite 500, Mail Code 143348

Use this form to record property loans between departments of the University and private individual, agencies, or other campuses ("Borrowers"), whereby said property ("Property") is loaned by the University for purposes of instruction, demonstration, experimentation, administrative support or research and is used on premises other than those of the University of California, Los Angeles campus.

Lending Department: _____

Borrower: _____

Contact Name: _____

NAME

Department Address: _____

TITLE

AGENCY, CAMPUS or DEPARTMENT

Dept. Custody Code/Dept. Phone: _____

LOCATION

Dept. Contact Email: _____

TELEPHONE NUMBER & EMAIL

UC PROPERTY NO. (IF APPLICABLE)	EQUIPMENT SERIAL NO.	DESCRIPTION Including all component parts (Manufacturer and Model)	ORDER or REFERENCE NO.	COST/VALUE

Condition of Property at time of loan (see reverse for inventory condition codes):* _____

Location of Property during loan period: _____

PERIOD OF AUTHORIZATION: Date From: _____ **Date To:** _____

1. TERMS OF LOAN: The Property described above is loaned to the Borrower named above for the mutual benefit of the Borrower and the University, and is to be used for the purpose of instruction, demonstration, experimentation, research or administration support. Said Property is subject to return at the end of the authorization period noted above. Borrower shall be solely responsible for providing transportation of the Property to and from the University, and for all transportation charges in connection with this authorization.

2. Liability of Property Borrower: The undersigned Borrower for and in consideration of the permission granted to him/her by the University of California to keep the Property on premises other than premises owned by The Regents of the University of California hereby does release, hold harmless and forever discharge the University of California and/or The Regents, and its officers, employees and agents, from any claims that Borrower or any other persons acting on Borrower's behalf or on the behalf of his/her estate have or may have against the University and/or The Regents or any or all of the above-mentioned persons or their successors, arising out of Borrower's or any third party's use of the Property, whether authorized or not by Borrower, prior to Borrower's return of the Property to the University. Further, Borrower agrees to indemnify, defend and hold harmless University of California and/or The Regents, and its officers, employees and agents from and against any claims by third parties for damage to, or destruction of, any property of and/or bodily injury (including death) to third parties arising out of Borrower's or any third party's use of the Property prior to Borrower's return of the Property to the University. Finally, Borrower agrees to return the Property to University in the same condition as on the date of the loan, normal wear and tear excepted, and to properly maintain the Property, and to reimburse University for costs of any repair of any damage to the Property caused by Borrower or any third party prior to Borrower's return of the Property to the University. In the event that the Property cannot be repaired or Borrower fails to return the Property to The University of California, Borrower agrees to pay the fair market value of the Property to the University of California.

3. Shipments out of or into USA: USA Customs and Homeland Security Requirements must be followed. If Property is being shipped out of the US, Lender shall ensure that it has complied with all US Export Control regulations, including recipient screening, and if applicable, will provide Borrower with the appropriate export classification number so that

Borrower may apply for a license if required. Borrower shall ensure that shipment of Property outside the USA complies with all import laws of the receiving country. For guidance on exporting and importing equipment by the University it is important to contact the UCLA Office of Research Administration, Research Policy & Compliance.

4. **Insurance:** Borrow shall provide the following insurance coverage for the Property and Public Liability:

General Liability Insurance	\$1,000,000 for bodily injury/property damage per occurrence
Business Property/Business	\$1,000,000 aggregate
Equipment Insurance	\$1,000,000

5. **Use of Name:** In connection with its use of the Property, Borrower shall not use the name or marks of The Regents of the University of California and/or UCLA, including without limitation in connection with any written policies or promotional materials related to use of the Property, without prior written permission of University.

6. **California Law:** Any disputes arising out of this agreement shall be resolved in accordance with California law, and venue shall be in the City of Los Angeles, California.

7. **Entire Agreement/Modification:** This agreement constitutes the entire agreement between the parties relating to the Property, and this agreement may only be modified by a writing signed by both parties.

APPROVED:

APPROVED:

_____, Borrower
Signature

_____, Lending Dept. Chairperson
Signature

Print Name
_____ Date

Print Name
_____ Date

INSTRUCTIONS TO DEPARTMENTS

Upon completion of this form, retain one copy in lending department files, provide one copy to the borrower and send one copy to Property, Plant & Equipment Management, Wilshire Center Building Suite 500, Mail Code 143348

The department must require proof of general liability insurance for any resulting bodily injury, property damage, completed operations and aggregate; property insurance for the repair and/or replacement value of the equipment. If the recipient will be transporting the equipment off University premises, insurance coverage for equipment while in transit must be obtained. The limits of these coverages, minimum of \$1,000,000, depend upon the value of the equipment the potential risk associated with use and/or transport of the equipment, whether training or certification is required prior to use or under supervised use.

*INVENTORY CONDITION CODES

- 1 = Property in **excellent condition**. Ready for use and identical or interchangeable with new items delivered by a manufacturer or normal source of supply.
- 2 = Property in **good condition**. Does not quite qualify for #1 because slightly shopworn, but condition does not impair utility.
- 3 = Property in **fair condition**. Shopworn, deteriorated, or damaged to the extent that utility is slightly impaired.
- 4 = Property in **poor condition**. Deteriorated, damaged or broken, such that its utility is slightly impaired.
- 5 = Property of **no further value** as originally intended, but of possible value other than as scrap.

CERTIFICATION OF RETURN OF LOANED PROPERTY

Upon completion of this Certification of Return, send a photo copy (both sides) to Property, Plant & Equipment Management, UCLA Wilshire Center Building Suite 500, Mail Code 143348

The property described on the reverse of this form was returned on (enter date): _____

Condition of property at time of return: _____ *(insert appropriate condition code).

Received by: _____ Title: _____