

**California State University, San Bernardino
Property Management Office**

OFF-CAMPUS PROPERTY USE AGREEMENT

California State University, San Bernardino hereinafter referred to as CSUSB, agrees to allow the following faculty or staff member:

Name: _____

Address: _____

City: _____

hereinafter referred to as LENDÉE
for a period from _____ to _____ to
use off-campus the property described below which is to be used for the purpose(s) of

WHILE IN THE POSSESSION OF LENDÉE, LENDÉE is responsible for the proper care of the property and agrees to assume the risk of loss or damage from any cause whatsoever. If the property is lost, LENDÉE agrees to pay the agreed value stated below. If the property is damaged, LENDÉE agrees to pay the cost of repair, said amount not to exceed the agreed value stated below. In case of damage, CSUSB may require replacement rather than repair. Lendee agrees to return the property to CSUSB in good condition on or before the date stated above.

PROPERTY IDENTIFICATION (to be completed by Lending Dept.)

Property Number	Description	Serial Numbers	Location		Agreed Value
			Bldg.	Room	
					\$

APPROVAL SIGNATURES:

Lendee Approval _____
(Faculty/Staff Member)

Lender Approval _____
(Department Head/Chair or Division V.P./Dean)

CSUSB Property Clerk Acknowledgment _____