



# CAPITAL EQUIPMENT SHARED-USE AGREEMENT

Purpose: This agreement is to assure understanding of conditions under which equipment is shared. The participants' signatures indicate concurrence of the terms as written or as modified.

## EQUIPMENT DESCRIPTION / LOCATION

Description of equipment to be utilized in connection with Project(s):

\_\_\_\_\_

\_\_\_\_\_ Manufacturer \_\_\_\_\_ Model No. \_\_\_\_\_ PSU Inventory Tag No.

Condition: (list defects if any)

Location at which equipment is to be used by the Borrower:

\_\_\_\_\_ College/Administrative Unit \_\_\_\_\_ Department \_\_\_\_\_ Building \_\_\_\_\_ Room

## TERMS OF AGREEMENT

I. Responsibilities of the Lender and Borrower are as follows:

Lender: Cost of normal wear and tear (unless indicated below); examination of equipment on return from borrower.

Borrower: Examination of equipment before accepting responsibility for it; recording of condition; costs of calibration; re-calibration or other direct-use costs; cost of transportation to and from, when applicable. The borrower will also be responsible for theft, loss or breakage, and notifying lender of defects and mishaps.

II. Routine Maintenance to be performed by Borrower:

III. Period of Shared Use: \_\_\_\_\_ To \_\_\_\_\_  
Beginning Date Ending Date

IV. Schedule of Shared Use: \_\_\_\_\_

V. Early Termination of Agreement: Only under very special circumstances may this agreement be terminated prior to the date indicated below. Resolution of any dispute(s) in this regard will lie with the appropriate supervisors.

VI. Additional terms or modifications to terms stated above: (attach additional pages if necessary)

## APPROVALS

\_\_\_\_\_ Lender/Custodian \_\_\_\_\_ Date \_\_\_\_\_ Borrower \_\_\_\_\_ Date

\_\_\_\_\_ Title \_\_\_\_\_ Title