



CAPITAL PROPERTY SHARED-USE AGREEMENT

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

PROPERTY DESCRIPTION / LOCATION

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

Manufacturer Model No. PSU Inventory Tag No.

Condition: (list defects if any)

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

Business Area Number 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 property on return from borrower.
 Borrower: Examination of property 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

_____ Name of Lender/Custodian		_____ Name of Borrower	
_____ Lender/Custodian Title		_____ Borrower Title	
_____ Signature of Lender/Custodian	_____ Date	_____ Signature of Borrower	_____ Date