



Dept: _____
4400 University Drive, Fairfax, VA 22030
Phone: 703-993-____ Fax: 703-993-____ MSN: _____

PROPERTY ON LOAN TO GEORGE MASON UNIVERSITY

This form should be on file in Operational Risk Management one (1) week prior to receiving the property. Please fax completed form to 703-993-2339 or send to MSN 6D6.

University (Mason) accepts the loan and *care, custody and control* of the below listed item(s) from _____ (Lender) for the period _____ to _____. Mason accepts this loan with the understanding that the Lender has the full authority to make the loan and complies with all copyrights, liens, safety and regulatory standards, and the like. Mason will (display) (use) the item(s) and provide the same level of security and discretion to it as the University does for its own property. Public credit will be given to the lender. ☐ Yes ☐ No The pick-up and return of the items to the lender ☐ will ☐ will not be the responsibility of Mason. Mason will not clean, restore, or otherwise alter the item(s) without the consent of the Lender. Attached are other application conditions and agreements.

The Lender agrees that in the event of loss or damage, recovery shall be limited to such amounts as may be paid by Mason's insurance carrier, the State's Division of Risk Management (DRM). The amount of coverage will be limited to the property's appraised value, its actual cash value, or the restoration cost, as negotiated by DRM. The following are excluded from coverage under the Commonwealth's Risk Management Plan: hostile or warlike action in time of peace or war, insurrection or civil commotion, confiscation by public authority, and normal wear and tear. If the Lender maintains insurance on the property, this insurance will then become primary and Mason will be given a Certificate of Insurance from the insurer.

This agreement shall be constructed, governed, and interpreted pursuant to the laws of the Commonwealth of Virginia. All disputes arising from this agreement shall be brought before a proper state or federal court in the Commonwealth of Virginia. Nothing herein shall be deemed as a waiver of sovereign immunity of the Commonwealth of Virginia. This agreement constitutes the entire understanding of the parties and supersedes all prior oral or written agreements. This agreement can be modified or amended only by a written document signed by all parties.

Attachments: ☐ Yes ☐ No **(Attach an additional sheet if more space is needed for value and description of item(s) on loan.)**

Item	<input type="text"/>	Est. Value	<input type="text"/>
Item	<input type="text"/>	Est. Value	<input type="text"/>
Item	<input type="text"/>	Est. Value	<input type="text"/>

Signed _____
Mason Representative (Dept. Head)

Date _____

Signed _____
Lender

Date _____