

RICE UNIVERSITY
PROPERTY LOAN AGREEMENT

Borrower Information

Name: _____ Date: _____

Department/Group: _____ Mail Stop: _____

Phone Number: _____ E-mail address: _____

Event Name: _____ Anticipated attendance: _____

Property Information

Item(s): _____

Event Date(s): _____

Pick Up Date: _____ Drop Off Date: _____

I and/or my department or group wish(es) to borrow the above-described property in connection with official Rice University business and acknowledge that I /we may be held liable for any loss of or damage to the above-described property while in our care. I acknowledge that I am responsible for immediately reporting any damages or losses to the contact person listed below, and that the above-described item is Rice University property, and will not be used for personal business.

Borrower Signature

Contact information to report damage or loss of property:

Seraphina Van, Welcome Center, MS 701

PH: 713-348-6124

FX: 713-348-6127

seraphinavan@rice.edu

----- OFFICE USE BELOW -----

Date returned: _____

Condition of property at return: _____