



REQUEST FOR FACILITIES TO STORE ITEMS & FACILITIES WAIVER OF LIABILITY

This agreement is dated: by and between the **Facilities Department** &
(hereinafter called the **Requester**) the individual directly responsible for the item/s that are to be stored.

List Item/s

Length of time you wish Facilities to store item/s

Location where the item/s are to be stored

Condition of item/s at the time of storage

Approximate value in U.S. Dollars

The Facilities Department agrees to store the item/s requested in the Facilities Shop yard, or within the confines of the University's various storage centers. Facilities does not accept responsibility for maintaining the stated item/s. We assume no responsibility for loss, damage, decay due to weather deterioration, vandalism, or theft.

Facilities will release said item/s from its custody after a formal work request has been submitted and approved by the Director, or Associate Director of Facilities, and the original Requester. No authority on campus is authorized to change or ammend this agreement without the consent of the Facilities Director, or Associate Director, and the original Requester.

The Campus Safety Office will not authorize removal of any property from the University of Dallas campus without the direct approval of the stated parties responsible.

Special Instructions or Comments

Date Effective Facilities Director _____

Requesters Phone No. Requester _____

Facilities Use Only:

- Requesters Document Copy
 - Facilities Document Copy
- Work Request No.