

**SCHEDULE OF PROPERTY
LOANED TO OR EXHIBITED BY THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

This is to acknowledge the following property is hereby loaned to or to be exhibited by the San Mateo County Community College District ("District") at _____ ("College").

Item	Description (Make, model, I.D. No., Title, Type, etc.)	Market Value*
1		
2		
3		
4		
5		

Period of Loan/Exhibit: From _____ Through _____

College Location: _____

Owner or Owner's Authorized Representative: _____

Check one of the following: _____ Student _____ Employee _____ Vendor

_____ Other (please specify) _____

Address: _____ City, State, Zip _____

Telephone (cell) _____

If the above described item(s) are accepted for loan/exhibit, the undersigned agrees to hold harmless the San Mateo County Community College District, its Trustees, officers, agents and employees, individually and collectively, from all losses, costs, claims, demands, suits, actions, payments, and judgments, including legal and attorney fees, arising from damage however caused, unless due to the active negligence of the District. In such event, the undersigned agrees not to seek recovery for an amount exceeding the Market Value stated above (not to exceed \$ _____).

*** Notes:**

1. Any artwork with an estimated value of more than \$1,000 should be appraised by a qualified independent appraiser, with costs to be paid by the artist, before submitting the work.
2. In the event the District contests the Market Value placed on the lost or damaged items, an independent, qualified adjuster shall determine the Market Value after an evaluation is conducted according to usual and customary procedures for such determination.
3. Property of District employees or students must be used in conjunction with their duties or course of study and such use must be approved by an authorized District representative.

College Approval (printed name): _____

Signature: _____ Date: _____

(send the signed form to the Executive Vice Chancellor's Office at the District.)