



NEW YORK UNIVERSITY

A private university in the public service

Administrative Services
Asset Management
726 Broadway, 2nd Floor
New York, NY 10003-6617
Tel: (212) 998-1040
Fax: (212) 995-4248
Internet: www.nyu.edu/asset

Donation Request Form for Not-For-Profit Organizations

1. Organization Name: _____

2. Address _____

3. Contact Person _____ Job Title _____

4. Email Address _____

5. Phone Number _____ Fax Number _____

6. Tax Exempt# _____

(Please provide a copy of your government exemption certificate with this form)

7. What programs and/or services does your organization provide?

8. Approximately how many people take advantage of services offered? _____

9. Have you requested donations from NYU in the past? Yes No

10. Please list items your organization is currently requesting:

11. Generally, NYU cannot provide delivery of donated goods. Can your organization arrange for pick-up?
 Yes No

Instructions

- A "Waiver of Liability" form must be signed at the time items are removed.
- A copy of your Government Exempt Certificate must be filed with our office prior to removing items.
- If you are submitting on-line, the "Waiver of Liability" form must be signed when picking up items.



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Receipt and Waiver Form

Not-for-Profit Name (Recipient)

Address

City, State, Zip Code

Firm Representative

Recipient hereby acknowledges receipt from New York University (hereinafter referred to as the "University") of the items described in the attached document for use or potential re-use (hereinafter referred to as "Equipment") as of the date noted below. The University is a not-for-profit education corporation and is providing the Equipment to not--for-profit Recipient in such capacity and at no charge. Recipient voluntarily accepts the above equipment "AS IS" and is solely responsible for any and all costs associated with the removal of the equipment from the University.

THE UNIVERSITY MAKES NO REPRESENTATIONS OR WARRANTIES WHATSOEVER, EXPRESSED OR IMPLIED, WITH RESPECT TO THE EQUIPEMENT PROVIDED HEREUNDER INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, NONINFRINGEMENT OR OTHERWISE. FURTHERMORE, IN NO EVENT SHALL THE UNIVERSITY BE LIABLE FOR DIRECT, INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL OR PUNITIVE LOSS, DAMAGE OR EXPENSES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO RECIPIENT'S USE OF THE EQUIPMENT OR REMOVAL OF THE EQUIPMENT FROM THE UNIVERSITY'S PREMISES, WHETHER BASED ON BREACH OF CONTRACT OR TORT (INCLUDING NEGLIGENCE).

Recipient hereby releases and discharges the University from any liability or responsibility for any injury (including death), and for any damage to or loss of property, however caused, that it may suffer as a result of or in connection with the Equipment, including, without being limited to, injury, loss, or damage that may result from or arise out of or in connection with the negligent acts or omissions of members of the faculty or administration or other employees or agents of the University. Furthermore, Recipient shall indemnify the University and hold it safe and harmless from and against any and all liability, claims, causes of action, and costs of whatsoever kind and nature including, without being limited to injury, damage, loss including death, resulting from, arising out of, or occurring in connection with this agreement, including but not limited to, the use or removal of the Equipment from NYU premises.

Not-for-Profit Name (Recipient)

Date

Signature of Firm Representative

Title

Signature of Asset Management Representative

Date