



Asset Management  
Administrative Services  
105 East 17<sup>th</sup> Street, 2nd Floor  
New York, NY 10003-2105  
Tel: (212) 998-1040  
Fax: (866) 462-1422  
Email: [asset.management@nyu.edu](mailto:asset.management@nyu.edu)  
Web Address: [www.nyu.edu/asset](http://www.nyu.edu/asset)

## Donation Request Form for Not-For-Profit Organizations

1. Organization Name:

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2. Address

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3. Contact Person

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Job Title

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4. Email Address

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5. Phone Number

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Fax Number

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6. Tax Exempt#

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

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

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

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

10. Please list items your organization is currently requesting:

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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 EQUIPMENT 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