

Surbeck Center

Proximity Card Access

Student Organization Area

Name _____
(last) (first) (middle initial)

SDSM&T Student ID No. _____

Student Organization _____

Access Start Date (mmddy) _____

Access End Date (mmddy) _____

Directions:

- Complete this form.
- Get required signatures.
- Present this form with your current student ID to Student Accts/ Cashiering Services to get a new ID printed on the Prox card.
- Bring your new Prox card ID and this form to the Surbeck Center main desk during normal business hours.
- You will have access within two business days.

If you already have a Prox card ID, bring this form and your ID to the Surbeck Center main desk during normal business hours.

- I understand that it is a privilege to have access to the Student Organization Activity area of Surbeck Center and will make every effort to ensure that the area is secure when I access the area after normal operation hours.
- I understand that this card is issued solely in my name and that I may be held responsible for damages that occur in the area during the times the ACCESS system indicates I was present when/if damages occur even if I am not a participant.
- I will not loan my access card to anyone at any time.
- I will not allow others to "tailgate" (enter behind me on my card).
- I understand that abuse of the privilege to have access to the area will result in access being terminated immediately.
- I agree to inform the Director of Surbeck Center immediately if I lose my ID/Proximity card in order to terminate access to the area.

By my signature I agree to abide by the statements listed above.

(Student Signature) (Date)

As advisor to the student organization listed above, my signature indicates my approval for this member of our organization to have access to the Student Organization Activity area of Surbeck Center.

(Student Organization Advisor Signature) (Date)

As the Director of Student Activities and Leadership Center, I approve this request to have access to the Student Organization Activity area of Surbeck Center.

(Director of Student Activities and Leadership Center Signature) (Date)

SURBECK CENTER USE ONLY:

Assigned Proximity Card Badge Number

This form will be kept on file at the main desk of Surbeck Center.

