

Surbeck Center

# Proximity Card Access

Main Level (South Lounge/PC Lab)

**Directions:**

- Complete this form.
- If you already have a prox card (as a past resident of Peterson Hall or from a previous academic year), just complete this form and return it to the Surbeck main desk, your prox card info is in our system and we just need to update the start and end dates.
- If you do NOT have a prox card ID, 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 business hours.
- You will have access within 2 business days of submitting this form.

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

Name \_\_\_\_\_  
(last) (first) (middle initial)

SDSM&T Student ID No. \_\_\_\_\_

Access Start Date (mmddyy) \_\_\_\_\_ Access End Date (mmddyy) \_\_\_\_\_

- I will make every effort to ensure that the area is secure when I access the main level of Surbeck Center 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 let others “tailgate” (let others in behind me).
- I understand that abuse of 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)

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**SURBECK CENTER USE ONLY:**

Assigned Proximity Card Badge Number

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

