

Fitness Center Key Fob Form



(Mandatory for utilizing the fitness center.)

Instructions:

This form, which can be obtained from the Fitness Center or Business Office, should be completed to request a key fob to access the Ivy Tech Fitness Center. After Requester fills out a Fitness Center Waiver and Release of Liability form, requester completes the top section of this form, obtains a stamp from the Fitness Center, then takes completed and stamped form to the Business Office with \$5 payment. Requester will receive key fob from the Business Office. Fee is a lifetime access fee. If fob is lost, \$5 replacement fee. For students and community members, the key fob expires December 31 for fall semester and mid-August for spring/summer semester. Employee key fobs expire when employment ends. Please allow 72 hours from date of payment for activation of the fob.

Requester Completes this Section:

Name: _____

Ivy Tech Student Ivy Tech Employee External/Community Member

Check one

C Number: _____ Date: _____

Email: _____

New Card Replacement Card Renewal of Card

Check one

Fitness Center Completes this Section:

Fitness Center Stamp
Confirming all Information
Is on File in the Fitness
Center

Fitness Center Stamp

Business Office Completes this Section:

Swipe Card or FOB Number: _____

First 5 digits on back of FOB

\$5 collected from Requester

Check, Cash or Credit Card. Not Required if Renewal
Cash codes LMFS-Student; LMFE-Employee;
LMFF-External/Community members

Form Scanned to Director of Fitness

Center and Security (Originals placed in
Fitness Center mailbox)

Business Office Stamp