

**Monmouth College  
Identification Card (MCIC) Request Form**

**Personal Information:**

User Name (print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Sponsoring Employee: \_\_\_\_\_ Position: \_\_\_\_\_

Relationship to Sponsoring Employee (spouse, domestic partner, child): \_\_\_\_\_

In the event son or daughter is age 19 or older, is s/he attending school on a full-time basis? \_\_\_ Yes \_\_\_ No

If yes, name and address of school attending: \_\_\_\_\_

Anticipated graduation date (mo/yr): \_\_\_\_\_

**Eligibility** (for purposes of MCIC only): Sponsoring Employee -- Active employee of Monmouth College whose employment is not incidental to his/her academic program, or emeritus employee. Spouse -- Sponsoring employee's wife or husband to whom the sponsoring employee is legally married (Note: does not include a legally separated spouse). Domestic Partner -- Sponsoring employee's same-sex domestic partner with whom the sponsoring employee has executed an active "Monmouth College Affidavit of Domestic Partnership" (available from the personnel office). Child -- Sponsoring employee's or sponsoring employee's same-sex domestic partner's (as described above) son or daughter (natural, adopted, or step) under age 19. If child is over age 18 and under age 24, s/he will still be eligible provided s/he is enrolled at an accredited academic institution on a full-time basis.

**Waiver and Release of Liability:**

I fully understand and acknowledge that; a.) the use of a Monmouth College Identification Card (MCIC) is a privilege; b.) I am expected to conduct myself in a safe and civil manner when participating in activities or using equipment associated with the use of my MCIC; c.) Monmouth College may revoke my MCIC and associated privileges at its discretion; d.) there may be risks and dangers from foreseeable and unforeseeable causes associated with activities and/or use of equipment accessed with my MCIC; e.) by my participation in these activities and/or use of equipment, I assume all risks and dangers and all responsibility for any losses and/or damages regardless of cause including the negligence of others; f.) the value of part or all benefits derived from the use of the MCIC (i.e., discounts, admission fee waiver, etc.) may represent taxable income to the sponsoring employee and/or user. Users of the MCIC, especially those eligible through a domestic partnership, are strongly encouraged to seek prior advice from a qualified tax professional.

In consideration of the issuance of my MCIC and associated privileges, and as evidenced by my signature below, I hereby voluntarily agree to release, waive, discharge, hold harmless, defend and indemnify Monmouth College and its directors, officers, employees and agents from any and all present and/or future claims, actions or losses for bodily injury, property damage, wrongful death, tax liabilities, loss of services or otherwise which may arise out of my use of the MCIC including but not limited to my participation in activities, use of equipment, or acts of negligence.

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Sponsoring Employee: \_\_\_\_\_ Date: \_\_\_\_\_

(over)

Please return completed form to the Monmouth College Personnel Office (1<sup>st</sup> floor, Poling Hall), and allow at least two business days before going to the Maintenance Department (lower level, Poling Hall) to secure your MCIC. (Note: A fee of \$10 will be charged for the replacement of a MCIC)

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***For Office/Administrative Use Only:***

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ MCIC # \_\_\_\_\_ Expiration Date (if applicable): \_\_\_\_\_