



**Release notes for room and building keys and
key cards for the electronic access control system**

Surname, first name, ID card number	Department / Company	Address (guests and companies only)

Number of key(s) / card ID:.....

I have got the general key, group key, primary key, single key listed above for
the building / the room ... I have got the electronic key card with access rights for designated
areas of the University.

- Please delete where inapplicable! -

Hereby, I confirm the receiving and declare, that I have registered the notes below:

1. The key(s) / key card(s) delivered are and remain the property of the University of Greifswald. These keys and key cards are ceded after an identity verification for a limited time period and have to be protected against abusive usage and theft. Handing over to further persons is prohibited.
2. An agent, e.g., a building constructor etc., who received key(s) / key card(s) for his employees to perform activities on the area of the University has to be able to prove which employee is in the possession of which key / key card at any time.
3. Key(s) / key card(s) must not contain any references to their usage, e.g., by trailer or by letterings.
4. Damages or the loss of key(s) / key card(s) delivered have to be advertised immediately to the Delivery Administration. In case of culpable damages or loss, the recipient can be held liable for the resulting damages or loss according to the applicable law. Agents hold liable for their employees. The compensation includes at the minimum the costs of replacement. Furthermore, it can comprise more extensive costs if the exchange of locks is required due to security reasons. It is recommended to effect a third party liability insurance.
5. After finishing activities at the University, key(s) and key card(s) delivered and the accessories kit (cover, retractor) have to be returned immediately to the Delivery Administration.
6. The key cards have a balance charge and payment function. In case of card loss or damage, there are no claims against the University with respect to a possibly available balance. Before returning the card, the balance has to be cleared.

Delivery	Return
Date, time: _____	Date, time: _____
Delivery Administration Recipient	Delivery Administration Recipient