



KEY FOB APPLICATION

MGEX BUILDING ACCESS CONTROL

To access the Grain Exchange buildings outside of normal business hours, as well as certain Tenant amenities such as the MGEX Bike Room, Tenants and their employees (as well as MGEX Members and Exchange Room Tenants) will need a key fob. MGEX will only issue key fobs to Tenants and their employees (as well as MGEX Members and Exchange Room Tenants) who complete this key fob application. Part of the application process includes having a photograph taken. The photograph will be uploaded in the software that is used to control the building access system, and will be associated with the key fob that is issued. If a key fob is lost, stolen, or damaged, please notify MGEX immediately at realestate@mgex.com or at 612-321-7170.

To Be Completed By Tenant/Employer

[Note: If you are a MGEX Member or Exchange Room Tenant, you may skip this section.]

Tenant Company Name: _____

MGEX Suite: _____

Tenant Primary Contact: _____

Email: _____

Phone: _____ Alternative phone: _____

Primary Contact Signature _____

Date: _____

To Be Completed By Employee, MGEX Member, or Exchange Room Tenant

Name: _____

Email: _____

Phone: _____ Alternative phone: _____

By signing this form, I acknowledge that I have received key fob # _____

Signature: _____ Date: _____

By accepting a key fob from MGEX, you agree to the following terms and conditions. MGEX reserves the right to make changes to its policies and procedures regarding the issuance and use of key fobs at any time. You are solely responsible for the use of your key fob, and agree to not share your key fob with anyone else or make copies thereof. **In addition, you agree to not let any other person follow you through any door that is accessible by the key fob (this is also known as "tailgating").** If you no longer require use of a key fob for any reason, you must ensure that it is returned to MGEX. There is a \$20.00 fee, payable only in cash or check, to receive a replacement key fob if you lose or misplace your key fob. MGEX reserves the right to deduct from a Tenant's Security Deposit, if applicable, the replacement cost of any unreturned key fob that is issued to an employee of such Tenant. MGEX does not provide any warranties regarding the use of key fobs and will not be liable for any damages that may result from the use, misuse, or non-use of such key fobs. *Version 2.0. Effective March 14, 2018.*

KEY FOB APPLICATION

FOR MGEX USE ONLY

Category:

	Tenant
	MGEX Employee
	MGEX Member
	MGEX Bike Room
	MGEX Mother's Room
	MGEX Fitness Center
	Other

Authorized by Tenant:

	Yes
	No

Key Fob Cancellation

	Lost
	Doesn't work
	Left Company
	Other

Cancelled by: _____

Key Fob Cancelled (date): _____



Parking Terms and Conditions

Bike Owner: _____ MGEX Suite: _____

Make, Model, and Color of Bike(s): _____

Address: _____ Key Issued: _____

Email: _____

Telephone: _____ May MGEX text you? Yes No
[May be subject to fees from your cell carrier]

I, _____, acknowledge that the Minneapolis Grain Exchange, Inc. ("MGEX") is granting me a revocable license to park my bicycle in the MGEX Bike Room located in Suite 163 of the North Building. Parking is for a bicycle only. No other personal property may be stored in the MGEX Bike Room. If property other than a bicycle is stored or parked in the MGEX Bike Room, the property may be removed and disposed of without notice. No motor-powered vehicle (including mopeds or similar vehicles) or flammable fuels may be stored/parked in the MGEX Bike Room. A bicycle parking license is available on a first come, first served basis only.

I acknowledge that MGEX is permitting use of the MGEX Bike Room as an amenity and without any fee or monetary consideration to its tenants, the employees of its tenants, and any such other person MGEX in its sole discretion shall determine. In consideration for such use I hereby release MGEX, its employees, members, agents, officers and assigns of any and all responsibility or liability for loss and/or damage to my bicycle or any other personal property, including but not limited to: theft, collision, fire, acts of god, weather, construction, etc. during the course of parking my bicycle in the MGEX Bike Room. I indemnify MGEX, its employees, members, agents, officers, and assigns against any and all loss, cost or damage incurred as a result of any liability whatsoever with regard to my handling and/or parking of my bicycle in the MGEX Bike Room.

I understand the following conditions of my right to park in the MGEX Bike Room: 1) I will not ride my bicycle in any interior portion of any of MGEX's buildings; 2) I will not bring or attempt to bring my bicycle through ANY revolving doorway and will only bring my bicycle into the building via a standard doorway or through a collapsed revolving doorway; 3) I will be solely responsible for locking my bicycle to one of the bike racks in the MGEX Bike Room in the event my bicycle does not fit the bike rack I will be responsible for finding alternate bike parking; 4) If I leave my bicycle in the MGEX Bike Room for more than ten (10) consecutive nights, such bicycle shall be deemed conclusively abandoned and MGEX may cut the lock and/or take possession of the bicycle; 5) I will not allow any other person access to the MGEX Bike Storage Room, 6) I may only use one bicycle parking spot in the MGEX Bike Room at any time. This spot is not reserved and may be different each day; 7) I understand that MGEX is not responsible if the MGEX Bike Room is at full capacity and I am unable to park my bicycle; 8) I will pay a \$15 key deposit for which I will be issued a key. MGEX reserves the right to rekey the MGEX Bike Room at its sole discretion, at such a time it will be my responsibility to request a new key.

I also understand that MGEX has the right to revoke my license to park in the MGEX Bike Room (or elsewhere on the MGEX premises) at any time. I understand my license is not assignable or transferable. This is not intended to be a bailment, nor shall a bailment be created hereby. MGEX's failure to exercise any right contained herein shall not be deemed a waiver by MGEX. This is the entire agreement of the parties. Disputes shall be brought in Minnesota state court in Hennepin County.

Signature

Date