



MEDIA CENTER

Key Assignment Agreement Form

Members of the media that have been issued credentials for the current legislative session may request usage of locker storage space available in the Media Center. In order to request a key, please complete and submit this form to the Legislative Service Office (LSO) at 200 W. 24th Street, Cheyenne, WY 82002, or submit electronically to Ryan.Frost@wyoleg.gov. Locker storage space is available on a first come, first served basis.

Please read carefully the following agreement:

- Keys are the property of LSO and shall not be duplicated;
- LSO is not responsible for lost or stolen items or for any injury or damage to property or persons as a result of locker usage;
- Keys are for the sole use of the person listed below and shall not be loaned to any other person;
- Locker usage is temporary and shall only last for the duration of the legislative session. All locker contents shall be removed at the conclusion of the legislative session;
- Lockers may be opened and inspected, and contents may be removed if reasonable cause exists, including but not limited to health and safety concerns;
- Keys shall be returned to LSO within two (2) business days after the conclusion of the legislative session;
- Lost keys shall be reported immediately to LSO at 307-777-7881;
- Members of the media that lose or otherwise do not return issued keys are responsible for any costs associated with lock and key replacement (estimated \$10).

Full Name:

News Organization:

Work Address (city, state, zip code):

Work Phone Number:

Work Email:

Cell Phone Number:

By signing this form, I understand and agree to the terms listed on this form.

Signature

Date