



*Laramie County School District #2
Facilities Office*

Facilities Mgr. Kim Nelson

(307)245-4081

By signing the form below, I understand that I am solely responsible for the possession of the key I have been assigned. I understand that this key is a representation of the responsibility I take for the safety and security of the building to which it is assigned.

I further understand that I may not lend out this key without the prior approval of the building administrator.

Transfer Log:

Returned from:	name:	signature below:	Date:
Key			
Key			
Key			
Key			
Key			

Transferred to:	name:	signature	Date:
Key			
Key			
Key			
Key			
Key			

_____ Building Administrator or representative

Please return this form upon completion to the Facilities Office. Thank You!