



## Civic Center Bike Storage Registration

Employee Name \_\_\_\_\_  
Department \_\_\_\_\_  
Work Email \_\_\_\_\_  
Work Phone \_\_\_\_\_ Personal Phone \_\_\_\_\_

Employees can gain access to the bike lockers by submitting an email request with this application form attached to Dani Bongatti at [Dani.Bongatti@ceo.sccgov.org](mailto:Dani.Bongatti@ceo.sccgov.org). Once approved, you will be assigned to a locker and will be provided with a key. Staff will conduct an annual audit and inspection of lockers.

### Rules:

1. Employees must use their assigned bike storage locker regularly.
2. Employees are responsible for the assigned key and will be subject to a key replacement fee of \$25 if key is lost or not returned.
3. Bike Storage Lockers are for bike storage only and no other items shall be stored in lockers.

I have read and agree to comply with the above rules, and I understand that failure to comply with these rules will result in the cancellation of my bike storage privileges.

Employee Name \_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Date \_\_\_\_\_

**New Registration Date** \_\_\_\_\_

**Assigned Bike Locker #** \_\_\_\_\_

**Date Assigned** \_\_\_\_\_

CEO Office Only