Fax: (604) 525-1387

Westminster Centre

BIKE ROOM

SECTION A *To be completed by **building management***

o New **BIKE ROOM** key

Deposit paid: $_____ - received by _____ Date key issued: _____

o Deposit returned: $_____ - received by _____ Date key returned: _____

Comments/Other Information: _____

_____

SECTION B *To be completed by the **employee** and faxed to our office at (604) 525-1387*

Bike Room Key Request:

Name:

_____

surname first name initial(s)

Position/Title: _____

Tenant Name: _____ Suite:__ _____

RULES AND REGULATIONS:

The bike room is located at the northeast corner of parking level 2.

The bike room is available for the use of employees of the businesses located in the building. All users must be registered with the building management office, and have paid a key deposit and have agreed to abide by the rules and regulations.

Access to the bike room is by way of vehicle ramp from Fifth Street at rear of building.

Bicycles are not allowed *anywhere* in the building.

The door to the bike room must remain closed and locked at all times. Each user is responsible for ensuring the door is closed and locked behind them.

All bicycles must be secured to the bike rack with a good quality bike lock.

The bike room is for storage of bicycles only. Do not leave any other items in this room.

Overnight storage of bicycles is not permitted.

Bicycles are stored at the bicycle owner's sole risk. The owner and manager of Westminster Centre will not be held responsible in any way for damage to or theft of any bicycles stored on the premises.

SECTION C *To be signed by the employee **upon receipt** of the bike room key*

I hereby acknowledge receipt of the key to the bike room. _____
Initial here

I agree that I will be solely responsible for this key and that I will not allow anyone else to use my key at any time. I will return this key to building management upon demand. I understand and agree that if I do not return the key upon demand, or if my key is lost or stolen, I will be responsible for the cost of re-keying the lock and the distribution of new keys at an estimated cost of $100.00.

I have read the rules and regulations relating to the use of the bike room and I agree to abide by these rules and regulations. I understand and agree that if I do not follow these rules and regulations, the permission to use this facility may be revoked.

I acknowledge and agree that the use of these facilities is at my own risk and I agree that I will not hold the owner and manager of Westminster Centre responsible for any personal or bodily injury resulting from the use thereof, or for damage to or theft of any items left in the bike room.

_____ X_____

date signature