



# Secure Bike Enclosure Service

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## Terms and Conditions

The purpose of the Secure Bike Enclosure Service (SBES) is to provide commuter cyclists with an extra level of security when parking their bicycles. Only students or employees of the University of Ottawa may be granted access to this service. The SBES facilities are located at Montpetit Hall and at P00 of the Desmarais Garage. The facilities are accessible 24 hours a day, 7 days a week, 365 days per year.

Access permits for the SBES can be purchased for \$30 and last until April 30 of the following calendar year. Expired access cards will be disabled remotely unless the next year's access fee is paid in advance. You are responsible for remembering to renew your permit.

The Enclosure is to be used solely for the purpose of parking bicycles. Strollers, bike trailers, electric bicycles and mopeds are not permitted inside the facility.

### 1. ACCESS CARD

Access cards are not transferable in any way. Only registered users may access the facility. All access cards for the facility remain the property of the University of Ottawa. Members of the University community who do not already have a uOttawa access card will be issued one by Parking and Sustainable Transportation Division (PSTD). If an access card is lost or damaged, the user may replace their card at a cost of \$15.

### 2. ALL USERS MUST:

- Not leave their bike in the enclosure for more than 7 days at a time
- Respect the rights of other users
- Not claim or attempt to claim any particular bicycle parking location for their sole use
- Not remove/move or interfere with another user's bicycle
- Not damage or vandalize any part of the facility
- Not give any non-user access to the facility
- Not prop or hold the entrance or emergency gate open
- Not repair bicycles inside the facility
- Not block the emergency exit
- Lock their bicycle to a bicycle rack, not the perimeter fence or gates
- Use the wall mounted bars if they wish to hang their lock when leaving the enclosure with their bike.

Failure to adhere to these rules may be deemed a breach of the user agreement and may result in the user's loss of access privileges.

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### **3. CAPACITY**

Use of the facility is on a first-come, first-served basis. Users acknowledge that at times the facility may be full. When the facility has reached capacity, the user must use an exterior rack.

### **4. NUMBER OF BIKES PER USER**

The user may register and park more than one bike. However, the user cannot have more than one bike parked in the facility at any one time.

### **5. ABANDONED BIKES OR USE AS STORAGE**

All bikes left overnight inside the facility for more than seven days may be considered abandoned and are subject to the University's bike removal policy.

### **6. SAFETY AND SECURITY**

For safety reasons, users may not ride their bike within the facility. The user is responsible for securing their bike to a rack within the facility using a quality locking device (not provided).

### **7. ACCESS TO FACILITIES WITHOUT ACCESS CARD**

Users who cannot retrieve their bike from the SBES due to a malfunctioning or lost access card must contact Protection Services to gain access. Access will be permitted only to retrieve a locked bike. Users must provide proof of ownership to the Protection Services Member. Proof of ownership includes having the key or combination for the bicycle lock, or any document that meets the Protection Services Member's satisfaction.

Protection Services will not provide users with access to the facility if they have lost their access card, if the card is defective or if the facility is closed for any reason. In this case, the user will be required to use a bike rack on campus until access can be restored by contacting PSTD.

### **8. DAMAGE / SUSPICIOUS ACTIVITY**

If a user notices any damage or vandalism to the facility, they must report it to Protection Services. All suspicious activity in and around the facility must be reported to Protection Services.

### **9. CHANGE OF CONTACT INFORMATION**

The user must advise the PSTD of any change of contact information.

### **10. BREACH**

If a user does not comply with all of the conditions listed herein, the PSTD reserves the right to terminate the user's access. PSTD reserves the right to monitor user access in order to investigate misuse, theft or property damage.