

BICYCLE LOCKER POLICY, CHECK-OUT PROCEDURES & USER FORM

To ensure that bike lockers are being used to their fullest advantage, bike lockers are not intended to be permanently checked out to users, therefore renewals of bike locker assignments may take place on an annual basis. For the renewal process, Parking Operations will contact locker users from the information listed below. The locker will be considered forfeited by the user if no response by the date specified in the renewal notification is received. Bike lockers may only be used for short term storage of bicycles and bicycle accessories.

One key for the locker will be issued to the user, which must be returned to Parking Operations upon cancellation or termination of the locker. A \$10.00 non-refundable replacement fee will be charged to the user if the key is lost or stolen. Key replacement fees may be paid with cash or with a personal check made payable to "Denver Manager of Finance."

In addition, periodic inspections of the lockers may take place to validate their continued usage and condition. If it is found that a locker is unused, Parking Operations will make an attempt to contact the user from the information listed below to confirm usage.

It is the responsibility of the user to contact Parking Operations if their contact information changes.

Print Name: _____ Date: _____

Work Phone Number: _____ Agency/Dept: _____

Work Email Address _____

Signature _____
(I understand and agree to abide by the terms above)

Do not write below this line - To be completed by Parking Operations Staff

Locker Administrator _____ Locker Number _____

Parking Operations – TES – PW
201 West Colfax Ave., Dept 508
Email: parkingoperations@denvergov.org
Phone: 720.913.1735

This area to be completed upon termination of the locker.

Name (print) _____ Cancellation date _____

Signature _____ Parking Ops staff name _____