



# Bicycle Room Usage Policy

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Bike room spaces are available to students, faculty, and staff of Roosevelt University, free of charge. Spots are not assigned.

To register to use the room, RU students, faculty, and staff must stop at the 425 S Wabash Security desk for a form.

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1. **Those interested in using the bike room must:**
  - a. Register at desk. When the room is at capacity, new users will not be able to register.
2. **You must re-register to use the Bike Room in a timely fashion.**
  - a. You may only register for up to three semesters at a time.
  - b. When your registration has expired, you must go online and re-register using the provided form. You can also email [campussafety@roosevelt.edu](mailto:campussafety@roosevelt.edu) to get a copy of the form.
  - c. *If your bike is in the room, and your registration has not been renewed:* we will attempt to contact you. If there is no response within 72 hours, your bike will be removed and handled as abandoned property. Campus Planning and Operations will keep your bike for up to 60 days, and will then donate or recycle it if it is not claimed.
  - d. If you are gone for the summer, you may not leave/store your bike in the room (except in extenuating circumstances). If it is left, procedures stated above will be enforced.
3. **Marked spots are reserved for Wabash resident students.** If a non-resident bike is occupying a marked spot, it may be removed without notice and procedures stated above will be enforced.
4. **Users of the room are not permitted to leave their bike locks in the room, if unattached to their bike.** We highly encourage users to provide their own bike lock and to secure their bike in the Bike Room.
5. Roosevelt University reserves the right to open a pouch or any other container attached to a bicycle/ in the storage room at its discretion, at any time, and to remove any items it believes compromises the safety or environmental quality of Roosevelt University.

6. Illegal or controlled substances such as drugs or alcohol are strictly prohibited.
7. Upon assignment and during use, students, faculty, and staff are held responsible to report any damage or needed repairs to bike rack(s) to Campus Planning and Operations. Roosevelt University reserves the right to charge for damages to a bike rack.
8. If the Bike Room is at capacity, and a resident student requires a spot, staff or faculty may be asked to vacate use of the Bike Room.
9. No other personal property may be stored in this room.
10. As is the case with all personal property brought on the premises, Roosevelt University is not responsible for damages or losses of any kind.
11. Roosevelt University is not liable for any bike locks that must be cut or any bikes that must be removed based on these policies.
12. All bike racks are the property of Roosevelt University and are subject to applicable University and College policies. Roosevelt University reserves the right to alter the policy governing the use of the Bicycle Storage Room with appropriate notice.

**Questions or concerns? Email Safety [campussafety@roosevelt.edu](mailto:campussafety@roosevelt.edu)**