Secure Bike Parking User Operating Procedure & Guidelines

General Information

- A secure bike parking facility is available for use between Macintosh-Corry Hall and Dunning Hall for permit holders
- Permits will be valid during the annual subscription period, from September 1 to August 31
- There is an annual fee to use the facility. The rate is $20 for students and $30 for faculty and staff
- The full annual fee will be charged to new subscribers at any point during the annual subscription period
- A waiting list will be created for requests after the space is full.
- Proof of university affiliation (student and/or employee ID number) is required before purchase of permit will be completed
- Registrants will be granted access through activation of their existing key fob or given a key fob
- Permit holders will be notified by email approximately 6 weeks ahead of expiry and given priority to renew their permit for the facility
- The university is not liable for any bikes that may be stolen or damaged

User Responsibilities

- Users are responsible for providing their own bike locks for added security
- Do not lose your key fob. If you do lose your fob, contact the Parking Office to request a fob replacement, and the old one will be deactivated. Fob replacements cost $10 each
- Do not share your fob with anybody else. Space is limited and thus only those with membership may store their bike in the facility
- The parking facility is provided for daily use only. Bikes that are left in the facility for an extended period will be removed
- Always swipe in and out, and do not let others follow you in
- Make sure the door closes behind you to keep the compound secure
- Report any suspicious behaviour to Campus Security immediately

General Courtesy

- Keep the space clean and be courteous of other users
- Do not leave any personal items in the storage space
- Take only one bike space when locking up and do not move other bikes
- If you cannot find an available rack, please park your bike away from the racks and lock it to one of the gates. Do not obstruct any other bikes. If you consistently cannot find rack space, please report to the Parking Services Office by calling 613-533-6979