University of Washington Bothell

BICYCLE LOCKER SPACE AND LOCK REPLACEMENT DEPOSIT AGREEMENT

Budget & Planning - Cashier Office UW1-160, Box 358525

UWB ☐ Faculty ☐ Staff ☐ Student **CCC** ☐ Faculty ☐ Staff ☐ Student	Applicant's Name (Print)	***Faculty/Staff Only*** Campus Box No. Campus Phone
	Email address	Employee I.D. No. or **Student I.D. No.**
	Mailing Address (City) (State) (ZIP)	**Home Phone**

BICYCLE LOCKER USAGE AGREEMENT

The University of Washington Bothell hereby issues to the undersigned applicant bicycle locker space at their bicycle locker facilities for one bicycle as designated below, on the following terms and conditions: (please read and initial #2, #4, #5, #6, #7 and #8).

1. **LOCKER ISSUANCE**. Applicant shall use the locker space issued only for the storage of one bicycle and its accessories. Applicant agrees to use the assigned bicycle locker space for the following period and applicable deposit:

Faculty/Staff $60 deposit required

☐ Quarterly _____ 20___ through _____, 20____
Month *Month*

2. **LOCKER SPACE RENEWAL**. The Budget & Planning Office (herein referred to as Issuer) will send a renewal form to the email address provided by the Applicant before this Agreement expires. Applicant may renew by printing and completing the form and returning it to the Issuer at least five working days prior to the expiration of this Agreement. If Applicant does not renew, Applicant must remove all contents and notify the Issuer at least five working days prior to the first day of the following quarter. The contents of the locker space will be impounded as per procedures listed in this Agreement upon expiration or termination of this Agreement. Failure to return key, upon termination of Locker Space Agreement will result in (a.) ***Faculty/Staff,*** the forfeiture of the lock replacement deposit or (b) **Students**, a lock replacement charge of $60 applied to their student account.

_____ Initial

3. **REFUNDS.** (*Faculty/Staff Only)* If Applicant has paid the lock replacement deposit of $60 and notified Issuer that they will not renew the locker the following quarter and has returned the locker key at least five working days prior to the first day of the following quarter, Issuer shall refund the lock replacement deposit amount of $60.

4. **WAIVER OF RESPONSIBILITY**. It is mutually agreed that the Issuer is not and will not be held responsible for the safekeeping of Applicant's bicycle and any property contained or attached to the locker assigned hereunder, and for any injury or damage arising out of Applicant's use of the locker assigned. It is further agreed that Applicant will make such arrangements regarding insurance coverage for the bicycle as necessary to protect Applicant's interests in the event of loss or damage. Applicant further agrees to defend and hold the Issuer harmless from any injury or damages resulting from Applicant's use of the locker.

_____ Initial

5. **COMPLIANCE WITH LAWS AND REGULATIONS**. Applicant agrees to comply with all laws, rules, regulations, and any special instructions that may be issued by Issuer or its agents concerning the locker. Applicant will not maintain or store anything that may be dangerous to life, limb, or property, or use the locker in such a way as to create a nuisance or disturbance. Applicant agrees that Issuer or its agent may inspect Applicant's locker space for the purpose of observing Applicant's compliance with this agreement.

_____ Initial

6. **PERSONAL PADLOCKS**. The use of personal padlocks is strictly forbidden and will be removed.

_____ Initial

7. **ASSIGNMENT OF LOCKER SPACE**. Applicant is hereby assigned bicycle locker # _____ Location _____. Applicant shall not assign or transfer this Agreement or any interest therein. Applicant's use of the locker is conditional upon the Applicant being a current student, faculty or staff member.

_____ Initial

8. **AGREEMENT EXPIRATION / TERMINATION.** If Applicant does not renew the Agreement as herein provided, Applicant forfeits use of the Locker. Issuer will take possession of contents in the locker within the five working days prior to the first day of the following quarter. All bicycles will be impounded and disposed of by Issuer's Security and Campus Safety Office per Washington Administrative Code 478-116-080(5)(b). Any other property will be sent to the Security and Campus Safety Office to be treated and disposed of as Lost and Found property in accordance with Issuer's rules and regulations regarding such property. ***(Faculty/Staff)*** Applicant shall forfeit lock replacement deposit. ***(Student)*** Applicant will receive a lock replacement charge of $60 applied directly to their student account.

_____ Initial

This Agreement may be terminated by Issuer for the breach of any of the terms and conditions herein. The remedies thus provided are in addition to, and are not in lieu of, any rights which Issuer may have against Applicant. In any action or proceeding for the enforcement of this Agreement or the collection of any sums which may be due and payable by Applicant to Issuer, Applicant agrees to pay Issuer, in addition to any balance due, Issuer's expenses and reasonable attorney's fees.

9. **ENTIRE AGREEMENT**. This constitutes the entire agreement between the parties. No modification or amendments of this agreement shall be valid unless in writing and signed by both parties.

I have read and understand the terms of this Agreement and agree to the terms:

Applicant Signature	Date	Issuer: UWB Budget & Planning Cashier	Date

KEY AND LOCK REPLACEMENT DEPOSIT AND ISSUANCE AGREEMENT

1. I hereby acknowledge receipt of the key (#_____) for the above locker. Although the key will be in my possession, I understand that It remains the property of the University of Washington Bothell. I agree not to release it to unauthorized persons or use it in a manner other than that for which it was issued. I further agree not to duplicate it.

2. I take full responsibility for loss or damage to the key during the time it is in my possession. I understand that I must return a damaged key to the UWB Cashier Office in order to obtain a replacement. I also understand that I will be charged a key replacement fee of $21.00. If the key is lost I must notify the UWB Cashier's Office to get a lock replacement and (a) (***Faculty/Staff)*** will forfeit my lock replacement deposit or (b) (***Student)*** I will receive a lock replacement charge of $60 applied directly to my student account.

3. I understand that failure to return the key immediately upon termination of my current status as an employee or student of the University of Washington Bothell or upon termination of the Locker Space Agreement, whichever occurs first, will result in (a) ***(Faculty/Staff)*** forfeiture of my lock replacement deposit or (b) ***(Student)*** I will receive a lock replacement charge of $60 applied directly to my student account. I understand that the deposit of $60 is to be refunded upon the return of the key in working condition and inspection that all items have been removed from the locker.

I have read and understand the terms of this Agreement and agree to the terms:

Applicant Signature	Date

Bicycle Locker Agreement Quarterly Schedule

Quarter	Months	Agreement Period
Winter	January, February, March	January 1 through March 31
Spring	April, May, June	April 1 through June 30
Summer	July, August, September	July 1 through September 30
Autumn	October, November, December	October 1 through December 31

Revision Date 09-2010