

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: **BICYCLE LOCKERS RENTAL PROGRAM (AP-021)**

Contact: Contract and Procurement Manager, Ext. 7200

The Rogue Community College (RCC or the College) Bicycle Locker Rental Program (Program) is provided to encourage more people to ride their bikes for transportation and to have secure options for parking bicycles. Questions related to the Program should be directed to the College Bookstore at 541-956-7160.

RCC bicycle lockers should only be used for storage of bicycles (limit of one (1) bicycle per unit) and bicycle accessories. Gasoline-powered motorized bicycles are not permitted in lockers under any circumstances. Lockers are not to be used to store personal goods, anything flammable or explosive, firearms, or drugs of any kind.

Bicycle locker contents are stored at the owner's risk. RCC does not guarantee the security or take any responsibility for the contents stored in the lockers. Any misuse of the lockers will result in the cancellation of the [Bicycle Locker Rental Agreement \(Agreement\)](#).

Bicycle lockers may be inspected periodically. Any items in violation of these rules found in the locker, will be documented, verified by two staff members, removed, and discarded.

Students and staff interested in renting a locker will be required to complete an [Agreement](#) available online or at the Redwood Campus Bookstore.

The [Agreement](#) shall only be available to the individual that signs it. Subletting of the locker will not be permitted. The following Fees and Terms will be applied to all bicycle locker rentals:

Fees and Terms for Bicycle Lockers

Students: \$20.00 per term (minimum of four lockers available).

Staff: \$20.00 per term (no minimum).

Key(s) must be returned on or before the last day of term.

Fees: Returning key late \$20.00 (fee will be assessed if keys are returned
any time after the last day of the term).

Replacement key: \$10.00

Lost Lock: \$50.00

Damages: Damaged lockers are the responsibility of the Agreement-holder and will be applied based on necessary repair or replacement.

Approved: 6/6/16

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