

Bicycle Cage Procedures

- If you would like to utilize the secured bike cage on the G1 level, please complete the attached Bicycle Cage Registration Form below and submit to the Management Office. Upon receipt of your completed form, you will be issued a numbered key to the Bicycle Cage.
- Keys should not be duplicated. If your key is lost, please report it immediately to the Management Office. There will be a \$2.50 cost to replace a key.
- Management advises all employees to use an additional personal lock to secure bicycles inside the cage. Management also advises placing the Key # issued to you some place on your bicycle. Management will not be responsible for stolen items.
- Please make sure to lock the door when you leave the Bicycle Cage.
- The Bicycle Cage is located on G1, adjacent to the Engineer's Office.
- Please remember the garage closes at 12:00 a.m.
- Please return the key to the Management Office if your employment at the building ceases.
- Inoperable bicycles (flat tires, broken, etc.) left inside the cage for more than 3 days will be removed.

**The Regent
Bicycle Cage**

Registration Form

Name: _____

Company: _____

Suite #: _____ **Phone #** _____

I, _____ received key # _____

On _____, 20 ____.

Signature: _____

Date: _____