



# **Bicycle / Shower Facilities Rules & Regulations**

Use of these facilities is for tenants and employees of the building only. For access, a “Waiver and Acknowledgment of the Property Bicycle Room and Shower Facilities” form must be completed prior to use.

This form is available from and must be approved by your Tenant Contact or General Services. Once completed it is to be given to the Property Management Office for review and approval. Once approved access will be added to your Access Card.

**We hope that you enjoy using the Facilities. Please follow these rules of use:**

- Be neat and courteous remembering that other people are also using the facility.
- Access to this space is controlled, do not allow anyone to enter without using their own access card.

The facility will be cleaned regularly and monitored by Building Security, but we ask that certain guidelines be followed:

## **Showers:**

1. All supplies including but not limited to soap, shampoo and towels are to be provided individually and removed after each use. No supplies will be provided by the building.
2. Please do not leave any personal items in the restroom/shower area.
3. Please wipe down the shower door on exit.
4. Notify Building security should you find any unclean or unsafe condition.

## **Bicycle Storage Area:**

1. There is no storage for anything other than a bicycle in the facility. Please do not leave any personal items.
2. E-bikes (Electric Bikes) or any motorized or electric vehicles or devices are not allowed inside the building.
3. The building is not responsible for any personal items left in this space. Any items left unattended may be thrown away.
4. Do not touch any bicycle other than your own.
5. Notify Building security should you find any unclean or unsafe condition.
6. This area is under video surveillance.
7. Long term bicycle storage is not permitted. To request overnight storage contact Building Security in the lobby.

**HOURS OF OPERATION: 6:00 AM – 8:00 PM MONDAY THROUGH FRIDAY**