

1. Bicycle registration and decals

1.1. All bicycles at the Urban Exchange must be registered with the management office and have a valid U.E. decal (no fee). In order to register a bicycle your name must be on a current lease at the Urban Exchange. **This decal must be permanently affixed to the upside of the top-tube.**

1.2. Any bicycle without a valid U.E. decal will be considered abandoned and will be removed from the property.

1.3. Any bicycle missing major components including but not limited to pedals, handle bars, chain and/or flat tire(s) will be considered abandoned and removed from the property.

1.4. Any bicycle not registered with a current lease holder will be considered abandoned and removed from the property.

2. Bicycle parking locations

2.1. The only locations that resident bicycles can be parked are in the bicycle racks on the P1 and P2 Levels, and under the 242 buildings exit stairs on the Courtyard.

2.2. Bicycles parked in any location except specified above will be removed at owner's expense and the Urban Exchange will not be responsible for the damage to a lock, chain, or bicycle as a result of removal.

3. General rules and regulations

3.1. Bicycles parked/stored on the property of Urban Exchange are at the owner's risk. The Urban Exchange and/or management are not responsible for damage and/or theft to bicycles stored at the Urban Exchange.

3.2. Bicycles are not to be ridden on the plaza, through the courtyard and in the hallways.

3.3. No bicycles stored in an apartment are to be carried in and out of the building.

3.4. If a bicycle owner is found responsible for any marks and/or dirt on the walls or floors and/or damage to the property the bicycle owner will be liable.

3.5. A fine of \$50 and the cost of repairs and/or cleaning may be assessed to residents if any of the above policies are violated.

3.6. The first sticker is free for tenants, any additional stickers are \$10 each.

3.7. If your bike has been removed from the premises due to a decal/sticker not being placed on the bike, there will be a retrieval of \$50.

3.8. For a bike that has not been claimed within 30 days, the bike will be donated to the needy.

4. Visitor Bicycles

- 4.1. Visitor bikes should not remain on the premises for more than 24 hours.
- 4.2. Visitor bikes can only be parked in the specified area located near the Water Street frontentrance of the building in the bicycle racks.
- 4.3. Visitors are not to park bikes in the garage.
- 4.4. Both visitor bikes and registered bikes may not be parked on the fences along the Water Street areas.

Name

Date

Building/Unit

Brand/Color/Description

Permit#