



## FCC11 - BICYCLE ROOM POLICY

### RATIONALE

Although the bicycle storage area is in the residential garage, it is not a common element. Since previous bicycle storage locations were repurposed for unit storage lockers, a new secure storage area has been built with racks that maximize the space available for bicycles. FCC11 is providing this area as a user pay service so costs are shared only by residents who use bicycles. This policy is adopted to ensure fair access to limited storage facilities.

### POLICY TERMS

1. **FCC11 is not liable for any theft or damage to bicycles kept in this storage room.** Owners are responsible for securely locking their bicycles and for obtaining adequate bicycle insurance.
2. **Management reserves the right to limit the number of bicycles in the storage area to one per resident.** Should the demand for storage exceed capacity, in fairness to all residents, owners of several bicycles may be required to remove the excess number.
3. **The storage room is for bicycles that are in use.** Bicycles no longer used must be removed.
4. **All bicycles stored in the room must be registered in the Management Office.**
  - a. **An annual storage fee must be paid for each bicycle.** Currently this fee is \$60 per bike, per year from April 1 to March 31 the next year. The fee will be prorated for the year in which a bicycle is registered but must be paid in its entirety for subsequent years. The fee is not refundable.
  - b. **All bicycles must display a storage tag.** These tags will be provided during registration.
  - c. **A storage room key must be obtained when a bike is registered.** A deposit, currently \$25, will be collected per key. This will be refunded when a key is returned.
5. **All racks are assigned to each resident for their exclusive use. Residents must keep their bicycles on racks assigned.** Other racks must not be used.
6. **Only bicycles that can be accommodated on the installed racks can be stored in the room.** For safety reasons, tricycles, trailers, scooters, accessories, etc. must not be kept in the storage room. Children's bicycles may be kept only if they fit below a bicycle registered to an adult resident from the same unit.
7. **Bicycles for which an annual storage fee is not paid, or placed on incorrect racks, or do not display a storage tag, or do not conform to the rack specifications (below) will be removed and donated.** Locks will be cut if necessary.
8. **The number of racks is limited.** If a suitable rack is not available when desired, residents may keep their bicycles in their assigned parking spots. A waiting list will be maintained.

**9. Residents must agree to these Terms if they wish to use the storage room.**

**STORAGE RACKS**

SteadyRack vertical storage racks are installed in two tiers. Two types of racks are available.

1. **Fender racks:** These are ONLY for bicycles with front fenders.
  - a. minimum wheel diameter of 18 inches,
  - b. maximum tire width of 2.4 inches
  - c. maximum weight of 25kg.
  
2. **Classic racks:** These are for bicycles without front fenders.
  - a. minimum wheel diameter of 18 inches,
  - b. maximum tire width of 2.1 inches,
  - c. maximum weight of 35kg.

***Bicycles that do not meet these specifications cannot be accommodated in the storage room and may be stored in individual parking locations.***

Due to height limitations in the storage room, bicycles with wheels 24 inches or less may be assigned racks on the upper tier. Lower tier racks are primarily for larger or heavier bicycles.

**PROCEDURES**

Residents must register their bicycles with the Management Office as follows:

1. **A registration form must be completed** with the following information:
  - a. Front fender or not.
  - b. Weight and wheel size.
2. **The office manager will assign an appropriate rack if one is available.**
3. **The resident must pay the annual storage fee, and a deposit for secure key(s).**
4. **A rack number will be assigned, and a numbered tag will be given to the resident** for each bicycle. NOTE: rack and tag numbers may be different.
5. **The tag must be attached to the bicycle** in a location that is visible for identification. The recommended location is under the seat.
6. **Resident must place bicycles only on their assigned racks.** Follow the instructions for placing bicycles on racks, especially fender racks.
7. **When placing a bicycle on a rack, please swing adjacent bikes away** to create more access room. Take care to not damage adjacent bikes.
8. **Lock your bike when stored.** The Corporation is not liable for theft or damage to bikes stored in the room.