

BICYCLE LOCKER REGISTRATION FORM

Goals of the Britannia South San Francisco bicycle locker promotions are to promote healthy commute alternatives, improve air quality and reduce parking demand. Eligible bicycle commuters must work and commute to the Britannia campus in order to reserve a bicycle locker.

Bicycle commuters who are interested in obtaining a free bicycle locker at the Britannia campus must complete the following three easy steps:

1. Register as a bicycle commuter on the reverse side. Registration identifies your commute status and recognizes you to receive access to the FREE emergency ride home (ERH) voucher and other resources and benefits.
2. Obtain your office manager or human resource director's signature on the registration form.
3. Submit your completed registration to Elizabeth Hughes, Commute Coordinator, at commute@britanniacommute.org (408) 420-2411.

Once processed, the Commute Coordinator or Campus Security will coordinate delivery and assignment of a bicycle locker number for your bicycle.

Bicyclists have FREE access to Emergency Ride Home (ERH) voucher in the event of a midday emergency or unexpected, supervisor-required overtime. ERH is available for any employee who is a regular alternative commuter (non-drive-alone) at least 60% of the month.

- Your office manager or human resource director will provide you with a FREE ERH voucher upon request.
 - For more details or information, please contact the Britannia South San Francisco commute coordinator, Elizabeth Hughes at commute@britanniacommute.org or (408) 420-2411.
- Note: *The free emergency ride home program requires employer registration in order to be activated.*

BICYCLE LOCKER GUIDELINES

LOCKER OCCUPANT TERMS AND CONDITIONS

BRITANNIA SOUTH SAN FRANCISCO BICYCLE LOCKER OCCUPANT – Please read the terms and conditions and complete and sign the form below. Provide a scanned copy of this completed form to Elizabeth Hughes at commute@britanniacommute.org or (408) 420-2411.

- Locker Assignment:** Upon request and subject to availability, a bicycle locker will be assigned to employees who bicycle to work at least 3 days or more per week or 60% of the work month. If a locker key is not returned or is lost, the individual assigned (or their employer) the key will be charged \$105 to re-key the locker.
- Locker Priority:** Priority for bicycle lockers will be given to bicycle commuters who are frequent and regular bicycle commuters to the campus. Occasional bicycle commuters or recreational riders will not receive priority consideration for a locker.
- Locker Usage:** Lockers shall be used only for the storage of non-motorized bicycles and bicycle gear. Any unauthorized use of the locker constitutes a breach of this Agreement. Britannia Security shall have the right to inspect lockers at any time.
- Liability:** Bicycle and gear are stored at Renter's risk. Neither CBRE nor the Britannia South San Francisco campus shall not be liable for any bodily injury, property damage, or loss (including loss of use), regardless of the cause.
- Locker Damage:** If the locker is damaged due to no fault of locker occupant, Britannia South San Francisco will repair the locker. If the locker is damaged due to fault of occupant, the Commute Coordinator may charge the occupant for all or part of the repair costs.
- Annual Online Commute Survey:** Bicycle locker user *agrees to participate in the 3-minute Annual Online Employee Commute Survey each year or forfeit the use of the bicycle locker (required).*

Cyclist's Name: _____ Company: _____
Phone (Day): _____ Phone (Evening): _____
E-Mail: _____ Home City & Zip: _____
Bicycle Brand/Model: _____ Size/Color: _____ Average Days Biked per Week: _____

Emergency Ride Home Program – See your office manager of human resource director for a voucher.

I, the undersigned, have read and agree to all the terms and conditions listed above. I acknowledge that bicycle parking will be monitored and enforced. I further acknowledge that any fabrication of the above information on my part shall be construed as deliberate and may be cause for immediate termination of bicycle locker privileges. I further understand my commitment to participate in an annual online Employee Commute Survey to validate my bicycle use and commute activities.

I understand and agree that if employee does not return or loses the locker key, upon termination, the employer may be liable for the \$105 cost to re-key the locker.

Employee Name _____
Please Print Please Sign Date

Supervisor acknowledges that this employee is a regular bicycle commuter (60% of the week).

Supervisor _____
Please Print Please Sign Date

FOR OFFICE USE ONLY

Subject to the specified terms and conditions, Britannia South San Francisco hereby assigns:

Bicycle Locker No: _____ Key No: _____ Locker Location: _____