

900 WEST HASTINGS

BIKE ROOM AND SHOWERS

SECTION A *To be completed by **building management***

o **BIKE ROOM** access

Deposit paid: \$ _____ - received by _____ Date fob issued: _____

Deposit returned: \$ _____ - received by _____ Date fob returned: _____

o **SHOWER** access

Date fob issued: _____

Date fob returned: _____

Comments/Other Information: _____

SECTION B *To be completed by the **employee** and faxed to our office at (604) 688-7930*

_____ I request access to the Bike Room.

_____ I request access to the Shower facilities.

Name: _____

surname first name initial(s)

Position/Title: _____

Employer Name: _____ Suite: _____

SECTION C *To be signed by the employee **upon receipt** of the bike room/shower access fob*

I hereby acknowledge receipt of access to the _____ bike room; and/or _____ showers.

initial here initial here

I agree that I will not allow anyone else to use my access fob at any time. I will return this fob to building management upon demand. I understand and agree that if I do not return the fob upon demand, or if my fob is lost or stolen, I will be responsible for the replacement cost of \$20.00.

I have read the rules and regulations relating to the use of the bike room and showers attached hereto, and I agree to abide by these rules and regulations. I understand and agree that if I do not follow these rules and regulations, the permission to use these facilities may be revoked.

I acknowledge and agree that the use of these facilities is at my own risk and I agree that I will not hold the owner and manager of 900 West Hastings responsible for any personal or bodily injury resulting from the use thereof, or for damage to or theft of any items left in the bike room or showers.

_____ X _____

date signature

**900 West Hastings
Bike Room and Showers
Rules and Regulations**

BIKE ROOM

- Location: The bike room is located on the main floor and is accessed from service corridor behind the elevators.
- Users: The bike room is available for the use of employees of the businesses located in the building. All users are registered with the building management office, and have paid a deposit and agreed to abide by the rules and regulations.
- Rules and Regulations: Access to the bike room is by entering the building through the loading bay located at the rear of the building. Use the door to the left of the overhead gate.

Bicycles are not allowed in the main lobby. Do not bring your bicycle in through the glass doors at the main entrance.

Bicycles are not allowed in the elevators or the office areas.

The door to the bike room must remain closed and locked at all times. Each user is responsible to ensure that the door is closed and locked behind them.

All bicycles must be secured to the bike rack with a good quality bike lock.

The bike room is for the storage of bicycles only. Do not leave any other items in this room.

Overnight storage of bicycles is not permitted.

- Exclusion of Liability: Bicycles are stored at the bicycle owner's sole risk. The owner and manager of 900 West Hastings will not be held responsible in any way for damage to or theft of any bicycles stored on the premises.

SHOWERS

- Location: Showers are located on the **3rd** and **7th floors**. The showers are located within individual, private shower rooms that can be locked. Men's showers (on both the 3rd and 7th floors) are accessed from the vestibule leading to the men's washrooms (south stairwell). The women's showers are accessed from the vestibule leading to the women's washrooms (north stairwell).
- Users: The showers are available for the use of employees of the businesses located in the building. All users are registered with the building management office, and have agreed to abide by the rules and regulations.
- Rules and Regulations: The showers are for showering only. Please take short showers so that the shower is available for the next person waiting.

Do not leave towels or toiletries in the showers. Any items left in the showers will be removed and discarded without notice.

The showers must be left in a clean and orderly state after each use.

Please do not disturb the tenants occupying the 3rd or 7th floors.

- Exclusion of Liability: The use of the shower facilities is at the user's sole risk. The owner and manager of 900 West Hastings will not be held responsible in any way for personal or bodily injury, or for any damage to or theft of any articles left in the shower rooms.