



Bike Centre End of Term Report

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Contents

1.0	Introduction	3
2.0	Volunteer Management	3
3.0	Communication	5
4.0	Events and Activities	7
5.0	Project Bikes	7
6.0	Inventory.....	8
7.0	Bike rental Program	8
8.0	Operations	9
9.0	Partnerships.....	10
10.0	Budget.....	10
11.0	Important Contacts.....	11
Appendix A	Bike Rental Program	12
Appendix B	Volunteer Administrator Report.....	13
Appendix C	Bike Repair and Maintenance Manager Report	14
Appendix D	Bike Rental Manager Report.....	15
Appendix E	Bike Rental Agreement	16

1.0 Introduction

The Bike Centre End of Term Report (EOT) for Winter 2017 encapsulates a summary of accomplishments, work in progress and recommendations for the future.

1.1 Mission Statement

The primary mission of the bike centre, in agreement with the mission of the Federation of Students, is to serve, empower and represent the undergraduate students of the University of Waterloo. By consequence, much of our energy is directed toward offering a service of quality to the customers that come to the Bike Centre for help, advice, maintenance, or repairs.

Our approach to empower the student body is twofold. First, our philosophy is to teach customers how to work with their bikes instead of doing it for them: The Bike Centre aims to foster student empowerment by providing an inclusive and accessible environment in which to learn to fix bicycles. Maintaining this resourceful learning environment means that our volunteers are trained to help customers in as many circumstances as possible. Thus, our second approach to empower students is through offering workshops for our volunteers to learn and improve their bicycle-repair skills. As part of student empowerment, we also wish to organize workshops on campus for the general population, as well as for specific groups (for instance, a partnership with Glow and the Women's Centre could see bike workshops or bike rides for women and trans individuals).

Finally, we believe that the Bike Centre is more than a collection of volunteers sitting behind a desk in sequence or a stream of different coordinators each term. In particular, efforts are made to welcome everyone and encourage interactions between volunteers and executives; and effort should be made to organize social events outside of what is currently offered. The Bike Centre should be reflective of its constituent members, and its members should feel that they are active and integral members of the Bike Centre.

2.0 Volunteer Management

2.1 Coordinator and Executive Recruitment and Selection

2.1.1 Recruitment:

Executives were recruited through advertisements on the UW Bike Centre Facebook pages, Waterloo Leads, along with emails to current volunteers notifying them of the positions available. Coordinators were also contacted through Waterloo Leads, with four candidates applying, two of which were graduate students.

2.1.2 Bike Rental Manager Recruitment:

No Bike Rental Manager was hired for the winter term, as the rental program did not run.

2.1.3 Selection:

Leads applications were read through by past coordinators. Applicants were contacted by previous coordinators to attend coordinator training.

2.2 Executive and Coordinator List

- *Coordinators:* Tyler Marques and Hannah Beckett
- *Bike Rental Managers:* None
- *Maintenance & Repair Managers:* Dong Shi
- *Office & Volunteer Administrator:* Jacqueline Chung

2.3 Volunteer Recruitment

Volunteers from last term (Fall 2016) were emailed links to the Leads applications and the applications were also posted on Facebook. Several new volunteers were also recruited at the Winter Campus Life Fair.

2.4 Training Information and Review

Volunteers attended a training session at which were introduced to the Bike Centre and its operations. In this two hour session it is recommended to walk volunteers through their responsibilities during a typical shift at the Bike Centre. Volunteers must be taught how to sign in at the beginning of their shift, sign in for visitors, setting bikes on the stands and signing the visitors out. Volunteers received an information sheet with instructions on clocking in, maintaining the cash box and recording visits.

2.5 Meetings

Coordinators met weekly with the Services Manager. Coordinators and service executives met when necessary.

2.6 Volunteer Retention and Engagement

Of all the volunteers scheduled at the beginning of the term, a handful were unable to continue volunteering due to other priorities. Some issues periodically arose regarding volunteers being on time or being no-show. However, most of our volunteers were engaged and were responsible in either posting on the Slack channel or in the Facebook group to seek coverage for their shift if they were unable to attend.

2.7 Volunteer Engagement and Workshops

This term, two workshops took place. The first, a Bike Repair Workshop, had topics that were determined via Volunteer Facebook group, where topics were suggested and the most popular were covered during the workshops. The second was a Bike Stripping event, where we took useful parts from older bikes and then scrapped the remaining parts. Dinner was provided at both events and volunteers provided feedback after the event took place to help mechanics improve engagement within the Bike Centre.

2.8 Suggestions for the Future

Volunteer Re-enforcement

Volunteer retention is a struggle for almost all services. The question of the best approach to employ with students who volunteer and might have other commitments remains unknown. We continue to offer incentives to get volunteers to stay, such as free access to the Bike Centre, and events with provided food. It is also important to maintain a relationship and dialogue with volunteers, like we have created with different dedicated Slack channels so that ideas, concerns or suggestions are consolidated in one area.

Assigning Project Bikes

Project Bikes were inspected by the Maintenance and Repair Manager and arbitrarily assigned to volunteers. Some volunteers specifically asked to work on certain bikes and their requests were answered, typically because they were bikes from previous terms that they had not finished prior to the end of Fall. Experienced volunteers that finished their project bike early were offered to work on another one.

3.0 Communication

3.1 Facebook

Social media outreach this term has increased significantly, with our highest Facebook post reaching 6,900 people in the Waterloo network. The post with the highest number of people reached was an advertisement for our positions for Spring Term. This was done through sharing to “Class of” Facebook groups, society pages, emails to different organizations on campus that may be interested in what the Bike Centre has to offer and through sustainability promotion. It is recommended that Facebook posts are kept informative and include information not specifically about the Bike Centre, but also other bike related topics. Messages are received regularly and monitored and maintained by service coordinators, maintaining a high response rate. This is typically to answer questions about stock, tools available or hours. Slack is used for all internal Bike Centre communication, with all volunteers, executives, and coordinators being active members of the group. This allows open communication between all members. There are a variety of dedicated Slack channels to organize communication and group it together by a related topic (ex. Workshops, general, hour swap, etc.).

3.2 Webpage

The FEDS webpage (<http://www.feds.ca/slc/bike-centre/>) was updated for hours of operation during the winter term.

3.3 Email

The Bike Centre uses a google email account for external communication with the Services Manager, FEDS representatives, Plant Operations, and UW Campus Police. Volunteers and the public are also open to contacting the Bike Centre at this email for inquiries, questions or concerns. The coordinators checked the email mailbox daily, and aimed to answer all questions or concerns promptly and within one business day. Access to this email address should remain coordinator only.

3.4 Slack

The executive team made use of the instant messaging program Slack. It is recommended that this continue to be the main form of communication, as it allows all members to view non-private conversations. This is integral to keep everyone informed. Channels were made to organize important areas of conversation including: Meetings, Rental, Mechanics and Volunteers. This was a helpful tool in prioritizing and organizing tasks.

3.5 Twitter

Twitter was used briefly at the beginning of the term to update the public when the Bike Centre was holding events and hosting booths in a variety of places. However, as events were limited this term, it

was not used as extensively as it could have been. It is recommended that it continue to be used as a viable avenue to reach out to the broader University of Waterloo community.

4.0 Events and Activities

4.1 Campus Life Fair

At the beginning of every term, the Bike Centre participates in marketing and outreach activities at the SLC Great Hall.

4.2 Feds Open House (Welcome Week)

We did not participate in the Open House during the Winter term.

4.3 Bike Auction Preparation

The Bike Auction does not take place in the Winter Term. Preparation has taken place to get bikes ready for the Spring bike auction in May.

5.0 Project Bikes

5.1 Legal Theft Crew

Members of the Legal Theft Crew (LTC) were contacted through Waterloo Leads by mass e-mail. Coordinators were also present during the operations. We held 2 events, during the term, one to tag bikes, and another in late March to remove them. The March event was not as successful as we would have liked, as the cold very quickly drained the battery of the angle grinder used to cut locks. Despite having two fully charged batteries, we were only able to clear the locks on 6 bikes. Dinner was provided at each event.

5.2 Bike Scraps

Bike scraps were taken to the scrap yard, U-Pull in Elmira, around 16km north of Waterloo. Coordinators were responsible for organizing these trips and bringing scraps to the yard.

5.3 Strip-o-Rama

The Strip-o-Rama for the term had a high turn out with 4 volunteers and all executives present. With the abandoned bikes that will be brought in next semester, it is important to organize more strip-o-rama to recover more used parts.

5.4 Parts for Sale

The Bike Centre is stocked with most of the parts needed for the Spring term. It is likely that you will need to purchase more inventory as the term progresses

6.0 Inventory

6.1 Items Acquired this Term

- Bolt cutters
- Angle grinder blade
- Tubes

6.2 Items for Upcoming Terms

- Carpets

7.0 Bike rental Program

7.1 Rental Program Operations

Did not run in the Winter Term.

During the Winter term, all rental bikes were assessed for lost parts or damage and had their parts either replaced or repaired. All bikes should be in working condition for the Spring term.

We recommend heavy marketing for the Bike Rental program within the first week of Spring term to ensure that many bikes are rented out. The post for the rental program has already been boosted once on Facebook; it is recommended to do this again to get more views and increase awareness of the program.

8.0 Operations

8.1 General Information

Please see the attached “Information for new volunteers” sheet in Appendix B.

8.2 Service Logistics

Month	# of Visits
January	5
February	10
March	23
April	4
Total:	290

8.3 Long term goals and plans

With more awareness of the Bike Centre and more volunteers, the Bike Centre can strive to hold multiple workshops throughout the term, both for specific groups (e.g. women and genderqueer individuals) and specific bicycle needs (e.g. flats, brakes, derailleurs). As more people become aware of the Bike Centre and its services earlier in their time as students, we hope that volunteers will be able to build up bicycle repair experience so that we have more hands available for mechanic help.

We would like to see the Bike Centre foster empowerment by providing a resourceful environment for everyone to learn how to fix their bicycles. We want to see the Bike Centre become a community “hub” where people of all skill levels are welcome.

8.4 Improved Operations

At the beginning of this term, several changes were made to the way the Bike Centre operates, including the cash system, sign-in system, and the volunteer cash-in-out system. The cash system was switched to a cash register. Both the sign-in system and the volunteer cash-in/out system were changed to Google Forms, to be found in the UWBikeCentre@gmail.com Google Drive. These forms provide permanent, backed-up records of all the that information. We highly recommended that this system continue to be used.

9.0 Partnerships

9.1 Continued Partnerships

This semester, we stayed in contact with King Street Cycle via Lori Lackenbauer (lori@kingstreetcycles.com) to obtain various parts and get all our pumps repaired under the warranty.

Communication with Campus Police for the Legal Theft Crew operations were made with Neil Cornwall (neil.cornwall@uwaterloo.ca)

Rental of vehicles for moving bikes around were made with the Weber location of Enterprise via Brendan Lowther, who contacted Michael Cimetta (receipt@feds.ca) with the account number: 61050-24200.

Finally, communications were made with various bodies within the university to apply to the endowment funds: Arts Endowment Fund (aef@uwaterloo.ca) and the Math Endowment Fund (mefcom@uwaterloo.ca)

10.0 Budget

10.1 Overview

The budget was a debacle this term. In the Fall term mistakes made by the coordinators resulted in the purchase of \$3000 worth of inventory. This unfortunately meant we could not afford to fund the renovations which were originally planned for this term, as all our cash was tied up in bike tubes.

10.2 Winter Revenue

Total revenues from the Winter term are around \$350.

10.3 Future Recommendations

The Spring term brings with it weather that is much friendlier to bikers, and brings much more revenue to the Bike Centre. Profits from the auction should be around \$1500, as well as revenue from the rental program and regular visitors. It is recommended that very little investment should be made in the inventory, as we currently have so much of our assets tied up there.

During the Winter term, the Bike Centre applied to the Student Life Endowment Fund to finance renovations that were not feasibly going to be funded this term. SLEF funded the full amount requested to purchase rubberized matting to remove the carpet underneath the bike stands, a tablet for use in the Bike Rental Program and new storage for the used parts so that students could review the parts available

more quickly and safely. The amount granted was \$2726.86 and will become available May 1 for use. Additional details regarding the proposal can be found within the email account.

11.0 Important Contacts

- Lori at King Street Cycles: lori@kingstreetcycles.com
- Neil Cornwall of UW Police (for pickups and bike removal): neil.cornwall@uwaterloo.ca
- Mountain Equipment Coop Sales/Enterprise: corporateandgroupsales@mec.ca
- Brendan Lowther, Services Manager: services.manager@feds.ca

Previous Term Coordinators, if you require any clarification or assistance:

- Hannah Beckett: hannah.beckett@gmail.com
- Tyler Marques: tylermarques@gmail.com

Appendix A Bike Rental Program

General

- The rental program, secured sixteen renters this term; one of which signed up for the new 30-day rental program.
- The program acquired 7 bikes this semester from the funding provided by the engineering faculty. These bikes established to be rented on a 30-day basis.
- Having started later in the term rentals were done on a first come first serve basis. The program launched near the time of the bike auction, resulting in some prospective renters showing preference to the auction bikes.
- Rental fee was 50% of the original this term.
- Lottery draws encouraged in cases of large prospective renter turnouts.
- Rental program is expanding and will therefore need additional space. That process is currently

Inspections

- Doodle poll used to schedule inspections. Renters were encouraged to maintain contact over email when they needed to change the inspection date.
- Renters should be contacted 1 week prior to the inspection to ensure attendance and to provide time required to reschedule (if needed).
- Most renters managed to make it on time to inspection. A few exceptions did not maintain any communication resulting in late penalties.
- Would recommend putting repair managers in direct contact with renters for some inspection scheduling and general maintenance related questions, results in efficient communication rather than having rental manager act as a middleman.

Bikes

- Bike theft was a recurring problem this semester.
- 3 bikes stolen, majority of the cases reflected poor locking practices.
- Instructional video on good locking practices would be a good way to ensure that renters are provided with knowledge on how to prevent bike theft.
- Renters should be encouraged to drop by on a bi-weekly basis to pump air in bike wheels.
- Would recommend having some consequence in place for careless locking practices.
- A few bike lights went missing this term, renters were encouraged to carry lights on person as they are detachable from the bike.
- A bike seat was also stolen, King street cycles was contacted to place new orders.

Contract

- Rental contract need to be updated for next semester to reflect on non-discounted prices and incentives for certain practices.
- Contract needs to clarify what the bike can and cannot be locked to.

To remedy improper locking practices, contract should add penalties regarding improper locking practices. Penalties could follow a 3-strike policy where a renter may be asked to

Appendix B Volunteer Administrator Report

No report was available this term as the role was not utilized.

Appendix C Bike Repair and Maintenance Manager Report

No report was available this term as the report was not submitted.

Appendix D Bike Rental Manager Report

No report was available this term as the role was not utilized. The Bike Rental Program did not operate during the Winter 2017 term.

Appendix E Bike Rental Agreement

The next appendix is the Bike Rental Agreement, as a standalone appendix, meant to be printed as is. For this reason, it has its own appendix, labelled Appendix A.



Date:

NAME:
STUDENT ID:
ADDRESS:
PHONE:
EMAIL:

Description	Cost(Term)	Cost (Month)	Month/Term Based
2 SPEED RENTAL *includes light, lock, and bell	\$37.50	\$30.00	
3 SPEED RENTAL *includes light, lock, and bell	\$37.50	\$30.00	
8 SPEED RENTAL *includes light, lock, and bell	\$47.50	\$30.00	

Inventory	Serial Number	Inspection 1	Inspection 2	Return Date	Notes
Bike*					
Light					
Lock					
Bell					

*See Appendix A for a detailed version of the checklist we will be using to assess the state of your rented bicycle during both of the inspections.

WE (FEDERATION OF STUDENTS, UNIVERSITY OF WATERLOO, OPERATING AS UWATERLOO BIKE CENTRE, and hereinafter referred to in this agreement as the Federation of Students), (RENTER)...” ARE RENTING A BICYCLE (RENTAL

BIKE) TO YOU, _____ (RENTER). YOU ARE

RESPONSIBLE FOR THE RENTAL BIKE FROM THE TIME YOU TAKE POSSESSION OF IT UNTIL IT IS RETURNED IN KEEPING WITH THIS AGREEMENT AND OUR POLICIES. IT IS RECOMMENDED THAT YOU CARRY YOUR HEALTH INSURANCE CARD AND EMERGENCY CONTACT INFORMATION WITH YOU WHILE RIDING.

1. Insurance, Theft, Loss & Damage.

You are responsible for maintaining your own insurance to cover personal medical and dental care in case of accident, loss due to cancellation, and any third-party liability that may arise from your use of the Rental Bike. No coverage is available from the Federation of Students to insure you or the Rental Bike from loss in case of damage, theft or other liability incurred by you or any other person during your use of the Rental Bike. You are responsible and liable for any and all damage to your Rental Bike. This includes but is not limited to any form of loss, theft, or damage to the Rental Bike, you, other persons, and property.

2. Use of Rental Bike.

You are aware that cycling involves risks and that many roads are poorly maintained and may have blind corners and are aware that such hazardous conditions do exist and you agree to operate the Rental Bike in a safe manner for all road conditions. Furthermore, it is your responsibility to operate the Rental Bike in a manner appropriate to any and all prevailing road and weather conditions including but not limited to wearing a helmet while operating the Rental Bike, knowing and following the relevant rules of the road, and practicing safe cycling, including while cycling in a group. The renter agrees to not misuse or unduly abuse the equipment and will follow all applicable local and provincial laws and university rules. You acknowledge that you have the requisite cycling experience to operate the Rental Bike.

Initials: _____

3. Release and Waiver of Claims. You hereby remise, release, and forever discharge the Federation of Students, and its employees, personnel, agents, representative, successors and assigns, and their respective heirs, executors, administrators, personal Representatives, successors and assigns, of and from all, and all manner of, actions, causes of action, suits, proceedings, debts, dues, contracts, judgments, damages, claims, and demands whatsoever in law or equity, which you ever had, now have, or which your heirs, executors, administrators or personal representatives hereinafter can, shall or may have for or by reason of any matter, cause, or thing whatsoever arising out of this Agreement, out of the use, misuse, or abuse of the Rental Bike, or in any way arising out of this rental relationship, except for gross negligence, intentional acts or willful misconduct on the part of the persons being released. The Federation of Students shall not be liable for damages for any cause regardless of the form of any claim or action, shall not exceed the amount of the rental fees paid under this agreement.

4. Terms

You acknowledge and agree that the Federation of Students maintains no control over the operation of your Rental Bike. Accordingly, the Federation of Students assumes no responsibility for and cannot be held liable for any personal injury, property damage, third party liability or other loss, accident, delay, inconvenience, or irregularity which may be occasioned either by reason of any wrongful, negligent or accidental acts or omissions on your part or any defect in or failure of any vehicle, equipment or instrumentality owned, operated or otherwise used by you, or any wrongful or negligent acts or omissions on the part of any other party not under the control, direct or otherwise, of the University of Waterloo. You agree to be responsible

for your own welfare, and accept any and all risk associated with the activities that you undertake. You agree that the terms herein are binding on you, your family members, heirs, successors, assigns, dependents and/or minors accompanying you, and your legal representatives. The renter acknowledges and accepts full financial responsibility for the rental equipment for the duration of the contractual period. The renter acknowledges it is their responsibility to check for flaws, defects, and damage prior to accepting equipment. You acknowledge and agree that the Federation of Students and its agents have the right to refuse participation by any person for any or no reason. Any dispute arising out of these matters whatsoever, shall be resolved in binding arbitration/adjudication in under the laws of the Province of Ontario. Any part of this document found to be void or unenforceable shall not negate the enforcement of the remainder. This Agreement shall be governed and construed in accordance with the laws of the Province of Ontario (excluding the laws applicable to conflicts or choice of law).

5. Collection Costs & Prevailing Party.

If for any reason, the Federation of Students is required to engage an attorney or collection agency to collect any amounts that are due it under this Agreement, and the Federation of Students is successful in such action, Renter agrees to reimburse the Federation of Students for all costs and reasonable attorney's fees incurred in connection with enforcing its payment rights. The non-prevailing party shall indemnify the prevailing party for all reasonable expenses incurred in prosecuting any dispute, including but not limited to, attorney's fees.

6. Maintenance and Repair

Learn to do basic repairs (ex. flat tires) through the workshops that the Bike Centre will hold throughout the year, or visit the Bike Centre on Campus and get some help from our volunteers. Please do not perform maintenance on the bicycle unless you have been trained to do so. DO NOT make any major repairs on your rented bicycle. If you are having trouble with the bicycle, bring it to the UW Bike Centre to be looked at by one of our mechanics. Users will be charged for excessively dirty bikes as deemed by the Bike Centre coordinators.

7. Accessories

Helmets

Helmets are available for purchase from the Bike Centre and local bike shops. Helmets are **strongly recommended** while riding the bicycle. The renter will be required to have a helmet

with them when picking up the bicycle from the Bike Centre. By signing hereafter I declare that I understand that I have been strongly encouraged to use a bicycle helmet.

Lights

By law, every bicycle shall be equipped with a white front light and a red rear light or reflector when you ride between one-half hour before sunset and one-half hour after sunrise. As well, the law requires white reflective strips on the front forks and red reflective strips on the rear stays.

By signing hereafter, I declare that I understand the bicycle light law. I understand that the Federation of Students' Bike Rental Program will provide me with a front and rear light, and I am responsible for maintaining function and ensuring replacement of these lights in case of theft.

Bells

By law, every bicycle shall be equipped with a bell. By signing hereafter I declare that I understand the bicycle bell law and will take responsibility for ensuring that I adhere to riding requirements. I understand that the Federation of Students' Bike Rental Program will provide me with a bell, and I am responsible for maintaining function and ensuring replacement in case of theft.

8. Check-ins

To ensure that the bikes are being properly cared for and remain in good condition, there will be two check-ins throughout the term with one of the Bike Centre mechanics. Fees for skipping the mandatory check-ins will be applied. If one check-in is missed without rescheduling, the renter will be charged \$5.00 every day up to a maximum of 5 days. If two check-ins are missed without rescheduling, the renter will be charged \$5.00 every day up to a maximum of five days. A further charge of half of the renter's deposit will be applied if both check-ins are missed and no contact has been made after the fifth day of the second check-in.

By signing hereafter I declare that I agree to bring my rented bike to the Bike Centre at the appointed time for a midterm check-in.

Initials: _____

9. Return and Late Fee Policy

Bicycles can be returned to the Bike Centre anytime after the end of the sixth week of classes (about halfway through the term) until the last day of exams. Returns during the exam period are subject to the Bike Centre's availability. The late fee is \$5.00 a day for every day the bicycle is late at the end of the semester up to a total of 7 days. After 7 days past the contractual return date, the renter will be charged the full amount of their deposit. By signing hereafter I declare that I agree to the late fee policy.

Initials: _____

10. General Care

Requirement 1: Locking up your bicycle is your responsibility. The bicycles provided by the FEDS Bike Rental Program are nice bicycles. Bikes on campus have been stolen before and will continue to be stolen unless you, the user, ensures that they are locked up properly. To lock a bicycle properly, lock the bike frame to the rack with the provided U lock and run the provided cable lock through the frames, through both wheels, and through the rack. Please refer to the provided additional instruction for best bike locking practices. Proper locking of the bicycle will deter theft (but may not completely prevent it). A combination of location and proper locking technique will provide maximum security.

Requirement 2: Treat the bicycle as though it were your own. Park the bicycle so that the paint does not get scratched or chipped. Do not skid the tires. The bicycles were not built or intended for extreme uses (downhill, freestyle, etc.).

Requirement 3: Ideally, find a covered space under which to lock your bicycle to keep it dry and prevent corrosion. If possible, do not leave the bicycle out overnight to help prevent theft. If you must leave it out overnight, please ensure it is in a well-lit area and locked properly.

11. Use by Others

The Bike Rental Program prohibits its bicycles from being used by anyone other than the person to whom the bicycle is rented. There is a \$25.00 fee imposed on the program user for allowing the bicycle to be used by someone else. If a bicycle is discovered to be used by more than the person it is checked out to, the bicycle will be seized and will not be released to the program user until the fee is paid.

12. Fees

The rental bike service will cost \$37.50 for 2 and 3 speed bicycles, and \$47.50 for 8-speed bicycles per semester. The 30-day bike rental will cost \$30.00 for all bikes. There is a \$200 deposit required to be paid by the renter for the 2- and 3-speed bicycles, and a \$300 deposit required to be paid by the renter for the 8-speed bicycles.

Repair and replacement rates will be assessed by the Federation of Students Bike Centre for any equipment that is returned in a state different from that which it was when the renter first took possession of it. The renter will pay based on the Bike Centre's repair and replacement rates for any items that are damaged, lost, and/or stolen during the contractual period. The deposit will be used to cover any fees up to the total amount of the deposit. All equipment damaged or otherwise remains the property of the Federation of Students Bike Centre, unless the renter pays the replacement cost for any items deemed unserviceable. Ownership of the damaged equipment transfers to the rental party once the fee to replace the equipment is

Initials: _____

paid. Full payment is required at the time of rental for all equipment. Rental payments and deposits can be made with cash only. All charges are applied at the time that the equipment is in renter's possession, whether it is in use or not.

Initials: _____

13. Agreement

I am 18 years or older and have read and understand all of the Federation of Students Bike Centre's policies, terms, conditions, and rates associated with this rental contract. My signature indicates that I agree to all of the stated policies, terms, conditions, and rates and that I accept full financial responsibility for the equipment listed on this contract.

Signature of Renter

Date

Signature of UW Bike Centre Staff

Date

Appendix A

DATE: _

[illegible]

