**APPENDIX F: Cycle Centre Users**

**Cycle Centre Application Form**

Date – Bike Motorbike

Print Name –

Address –

Postcode –

Email Address -

Department –

Employer – GWH, Carillion, AWP

Signed –

Number of days worked each week –

Confirmed by Manager –

Locker Deposit No –

**Terms and Conditions**

1. The Cycle Centre at The Great Western Hospital is the property of Great Western Hospitals NHS Foundation Trust.
2. The Cycle Centre is available for use by any person working at the hospital site, regardless of employer or any other distinction. However priority of access will be given to persons who are not registered car users. In instances of over-subscription of the facility a waiting list system will be maintained on a first-come-first-served basis.
3. Persons visiting the site should not attempt to enter the changing area of the other gender under any circumstances.
4. Staff allocated a locker agree to make a returnable deposit of £10.00 in return for their locker key. If they lose that key the deposit will be forfeited and another deposit will be required.
5. Should any locker key holder wish to relinquish their locker an inspection of their locker will be necessary before the deposit will be refunded. Locker holders undertake not to adorn their locker with any materials and to maintain them in a clean condition.
6. Any persons contravening any of these terms will be required to surrender their locker key and they will be de-registered from accessing both the changing rooms.
7. Access to the changing facilities may be given at the discretion of the Car Park Administrator.
8. Cycle Centre users must not leave articles outside of their own designated locker when they leave the changing facilities. Any articles left outside lockers may be removed.
9. Spare keys to each locker will be retained by the Car Park Administrator. In the case of a problem the Car Park Administrator will attempt to contact the locker user. However should this not be possible the locker may be entered to rectify the problem.
10. Cycle Centre users must not leave any windows open at any time when they are not present in the changing area.
11. Any property left at the cycle centre is left entirely at the owners own risk. The Trust will not be liable for any loss or damage to property left in the cycle centre. Cycle Centre users must not leave external doors to either changing area or the cycle store ajar.
12. Records of access made to the Cycle Centre may be used for the purposes of researching the use of the facility and reviewing eligibility to retain access to the facility and/or other benefits enjoyed by members of the Cycle User Group at The Great Western Hospital.