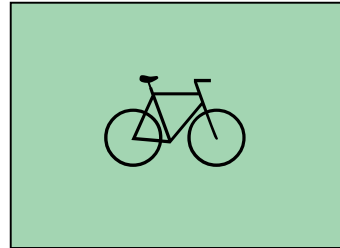




# *Bike locker rental form*



*Sample form only. Actual form is available from:*



**PLANT MANAGEMENT DIVISION**

**50 Sherburne Avenue, Room G-10**

**St. Paul, MN 55155**

**651.201.2300**

*between the hours of 7:00 a.m. and 4:30 p.m., Monday-Friday*

**1. Please fill out completely in ink. Missing information will result in slower processing.**

Name \_\_\_\_\_ Employee ID (SSN optional) \_\_\_\_\_

Dept/ Division \_\_\_\_\_

Complete Work Address/ City/ State \_\_\_\_\_

Home Address/City/State/Zip Code \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Work Telephone Number \_\_\_\_\_ Home Telephone Number \_\_\_\_\_

**2. Cost:**

**a. \$50.00 – Annual Biking Season (from April 1 through March 31; no proration)**

**Amount of Payment: \$ \_\_\_\_\_ Type of Payment (circle one): Cash Check # \_\_\_\_\_**

**b. A \$25.00 Damage/ Key deposit is required (if one not already on file).**

**Amount of Payment: \$ \_\_\_\_\_ Type of Payment (circle one): Cash Check # \_\_\_\_\_**

**3. Approval:**

**I have read and understood the Tenessen warning as well as the terms and conditions on the back of this contract.**

\_\_\_\_\_  
**Contract Holder Signature** **Date**

**4. For Office Use only**

**Facility:** \_\_\_\_\_ **Key #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**C: Customer**  
**Capitol Security**

**\*\*TENESSEN WARNING\*\***

Participation in the Capitol Complex Bike locker program is strictly voluntary. You are being asked to supply data concerning yourself that is considered private or confidential under the Minnesota Data Practices Act (MN Statute Section 13.04). This private or confidential data includes home address (excluding city, state, and zip code), home phone number, and Social Security number.

**The reasons that this data is being collected by the Department of Administration, Plant Management Division (PMD), are for administration of the Capitol Complex Bike Locker Program; electronically processing the application; communicating program information and updates to participant’s residence; participating in the Regional Guaranteed Ride Home Program; and collecting any outstanding obligations.**

The private or confidential data is accessible only to you, the Department of Administration, PMD, The Capitol Complex Security Division of the Department of Public Safety, and other entities that may see the data at some point on a need-to-know basis. These other entities include the Metropolitan Council, Metro Transit, Metro Commuter Services, and the Department of Revenue, Collection Division.

**Failure to provide this information may cause my application to be rejected since it cannot be processed electronically, my services may be restricted, and data will not be available for statistical evaluation.**

**I agree and consent to the disclosure of the information about me on this form to the entities identified above on a need-to-know basis.**

## Terms and Conditions for Bicycle Locker Rental

- 1. This contract is valid at all times unless noted to the contrary and will remain in effect unless cancellation is requested by the contract holder or initiated by Plant Management under the procedure set below or there is cancellation or suspension “for cause”. “For cause” may include, but is not limited to, the following: serious or repeated disregard of the rules or restrictions herein, the misuse or abuse of the lockers, or the use of the Key by the contract holder or another individual that was reported as lost or missing by the contract holder.**
- 2. Only one bicycle per locker will be permitted at any time. (Violation may result in tagging, criminal theft or fraud charges by Capitol Security, restitution for locker charges, the suspension or cancellation of this agreement, and/or department human resource notification of the infraction.) This agreement entitles the contract holder to use a specific locker in a specific parking facility.**
- 3. Contract holders shall notify Plant Management of any work/home address, work//home telephone number and/or name changes.**
- 4. There is a replacement charge for a lost or missing key. If the key is reported as lost or missing is later found in use, the contract holder’s privileges may be canceled or suspended “for cause”. If the missing key is later found by the contract holder, it must be returned to the Plant Management Division. If returned within three (3) months of the replacement date, the replacement charge will be refunded.**
- 5. The parking facilities are in a high-risk crime area. The State of Minnesota assumes no responsibility for the contract holder’s personal safety while entering, leaving or using the facility or loss of the contract holder’s bicycle or the contents of the locker by fire, theft, damage, natural disaster or overnight storage.**

Escort services to and from the contract holder's bicycle are available by calling Capitol Security at 651.296.6741.

6. If the key is not returned to Plant Management upon expiration or termination of this contract, or if the locker is not clean or is damaged, the State may retain the Damage/Key deposit and dispose of any property remaining in the locker. The key must be returned to receive any or all of the deposit at the end of the contract. The Damage/Key deposit will also be forfeited for failure to pay in accordance with the contract.
7. Use of the bicycle locker by state employees is considered temporary based on the availability of lockers. In the event of displacement due to other demands for the space or building construction or demolition, there will be no guarantee or provision of alternate space. Contract holders will receive at least thirty (30) day's notice of displacement before this contract will be duly cancelled.

**Bike Locker Contract 073003**