



Bicycle Policy

All bicycles are to be parked at the bike rack in the rear of the 320 Newbury Street building (off Hereford Street). No bicycles are allowed inside the campus buildings except under the following conditions:

- Any Staff members who have a private office may store a bike inside their office.
- Anyone may bring a folding bike inside the campus buildings but it must be kept entirely folded at all times.
- It cannot be more than 24" x 24" x 11" and must be contained in a bag or carrying case and kept out of the aisle and any means of egress.
- Any of the following or similar brands are allowed under this policy:

BROMPTON



DAHON



CITIZEN



TERN LINK



It is most important to keep ramps, stairwells and aisles clear of bikes.

Bicycles found in any building that does not comply with the exceptions above will be removed at the owner's risk. If a bikes is discovered blocking a means of egress or a passageway the bike will be removed immediately without notice to the owner.

Security staff will, from time to time, check campus property to ensure that no bicycles are in the building. If a bicycle is found and is not blocking a means of egress, the security officer will do the following:

1. Secure the bike with a lock (which is stored at the security desk)
2. Place a "ticket" on the bike, which will inform the owner to locate the security officer who will then free the bike and inform the owner that it is improper to store bikes inside the building and
3. Remove the bike (if the owner does not recover the bike within two days) and park it unlocked at the bike rack at the rear of the 320 Newbury street building.