

## **Bike Shelter Terms and Conditions**

### **Access and Security**

The bike shelters at Walton Hall, East Campus and the nations / regions are for OU staff that commute into work and wish to store their bikes safely and securely. Many of the shelters are monitored by CCTV and Security (including Nottingham and Edinburgh).

If you wish to use these facilities daily, you can do so. If the bike shelter is an access controlled secure shelter you will need your staff ID badge to gain access to it.

Please be considerate when parking your bike so that other users can park their bikes safely and without having to navigate a poorly placed bike.

Although most of our shelters are secured shelters, we do ask that you make sure your bike is fully insured and locked with a suitable lock (e.g. with a good quality D lock) when left, to deter any bike theft.

If you are using a lock please make sure that you don't lock your bike to a neighbouring bike by accident.

When using one of the cycle shelters, we ask that you remain vigilant and your colleague's properties.

### **Abandoned Bikes**

There are notices located at each shelter reminding staff that they are provided for regular commuting and bikes should not be stored long term in the shelters.



If you are not using your bike to commute to the OU, could you please remove it as there are limited spaces available.

The cycle parking facilities on Campus should not be used as a permanent cycle parking unit.

Thank you for your cooperation.

Travel Advice

Email [Travel-Advice@open.ac.uk](mailto:Travel-Advice@open.ac.uk)

The shelters are checked on campus regularly by Security and if it is felt that a bike has not moved for at least 28 days Security will place a notice on the individual bike (see example below).

It has been noted that this bike has not been moved for some considerable time and that it is in a rack that is heavily utilised.

The cycle racks on campus are provided to cater for people utilising bikes to travel to and from work on a daily basis and not for storage of cycles that are infrequently used. If you have been using this rack for the long term storage of a bike could you please remove it.

Surveys are being carried out during the nights and any bikes that are found not too have moved 28 days after posting of this note may be removed from the racks, cutting the locking devices if necessary, to make space for daily users.

If you are the owner of this bike, or you know who is, could you please advise: - [Security@open.ac.uk](mailto:Security@open.ac.uk)

Steve Molloy  
Security Manager

The owner of the bike then has 28 days to arrange for the bike to be removed from the bike shelter.

Once the bikes have been monitored for 28 days, any that are still remaining will be removed by Security (locks will be cut if necessary).

The bikes are kept for a further 28 days in a secure location at the Security Lodge to allow the owner of the bikes time to reclaim them.

If the bikes are not reclaimed after 28 days, they will be deemed as abandoned and will be disposed of (usually a local charity will be invited to take the bike for refurbishment).