Mission Bay Housing Services
Bicycle Storage Procedures and Policies

Procedures

All bicycles must be registered with the Transportation Services department, located on the first floor of the 1625 Owens Street Garage. To contact the office call: (415) 476-1511.

You will be issued a bicycle sticker, which should be displayed on your bicycle at all times. Once your bike has been registered, visit the Housing Services office to get on the waitlist for a space in one of our bike storage units. When a space becomes available, Housing Services will contact you by email to offer it to you.

If you are interested in the unit, respond to the email (if we do not hear back from you within 3 days, we will assume that you are no longer interested in bicycle storage). We will then grant your key fob access to the Bike Storage unit. It may take up to 3 days before access is granted.

Policies

1. Bike storage is for Mission Bay housing tenants only. Each contract holder is permitted to have up to two bikes registered for storage in the housing complex.

2. Children’s bicycles must have a UCSF Bicycle sticker in order to be stored in the bicycle storage. You must attach children’s bicycles to a bicycle mount on the wall in order to keep it in the bicycle storage.

3. Bike spaces will be allocated on a first-come, first served basis until all spaces are filled. If there are no spaces available, you will be placed on a waitlist.

4. Although Housing Services will make an effort to assign you a space in the building where you live, it is possible that you may be offered an available space in another building.

5. If you do not get a space in the housing complex, you are encouraged to secure indoor bike storage at one of the Mission Bay garages. Housing Services can provide you with access to the bicycle cage in the 3rd Street Garage upon tenant request.

6. You must have a UCSF Bicycle Permit Sticker clearly attached to the designated area of the bicycle. Bikes without a sticker will be removed and impounded by Parking and Transportation Services. Unclaimed impounded bicycles will be donated to a local bicycle charity.

7. Tricycles, toys, helmets, bike pumps and other non-bicycle items left in bicycle storage areas will be subject to removal and disposal. A labor cost of $60/hour (minimum 1 hour) may be assessed for the removal and disposal of any non-authorized items.

8. Spaces in the bicycle storage units are assigned for the duration of a tenant’s occupancy. All rights to spaces expire with the termination of the contract holder’s Housing Agreement.

9. Bike storage users who knowingly vandalize, damage or steal any other bike or bike part will have their bike room privileges revoked and the victim will be encouraged to file charges against the individual in consort with the University of California.

10. Although the door to the bicycle storage remains locked, you are responsible for securing your bike to the wall mount using a locking device. The UC Police Department recommends using a U-Lock, rather than a chain lock, which can be easily cut. Housing Services is not liable for damage or theft to bicycles or equipment.

11. These provisions apply to bike storage in secured housing bicycle rooms, but do not apply to other bike parking areas at Mission Bay. If you have further questions, please contact Housing Services at housing@ucsf.edu or (415) 514-4550.
Mission Bay Housing Services
Bicycle Storage Application

Print Name: ____________________________________________

Email: ________________________________________________

UCSF Bike Sticker No: ________________________________
(Second bicycles require a second application)

Tenant Key Fob #: ______________________________

Tenant's Apartment Number: _________________________
  □ North
  □ East/Hearst
  □ South
  □ West

Would you like access to the 3rd Street Garage Bicycle Parking Cage?
  □ Yes
  □ No

I have read and agree to all of the Mission Bay Housing Services Bicycle Storage Procedures and Policies.

_________________________  _______________________
Tenant's Signature            Date

Updated May 2009

For staff use only:

Date of Storage Offer: ________________________________  Comments: __________________________

Access Requested by:  Access Granted:
_________________________  _______________________
Staff Name                  Date

Staff Name Date

Bike Storage Assignment ______________________________________________________