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 permit sticker, which should be displayed on your bicycle at all times. Once your bike has been registered, log on to your Tenant Portal and fill out the Bicycle Storage form to submit your application for a space in one of our bicycle storage units (forms must be submitted through your Tenant Portal, we will not accept physical forms that are handed in to the Housing Service office.) 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 7 days of the offer, 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 a 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 separate application)

Tenant Key Fob #: ________________________________

Tenant's Apartment Building & Number: _________________________

Building Storage Room Preference: (Please Rank 1-4)

___ North (525 Nelson Rising Ln)
___ South (550 Gene Friend Way)
___ East/Hearst (1560 3rd St)
___ West (1505 4th St)

How do we incorporate Tidelands? How many bike rooms are there?

Would you like access to the 3rd Street Garage Bicycle Parking Cage?

o Yes
o No

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

______________________________________ ________________________________
Tenant’s Signature     Date