**DRAFT**

**BICYCLE LOCKER PROCEDURE**

1. Police Servicesmanages the bicycle lockers.
2. Students and staff should contact Police Services about bike locker availability.
3. To rent a bike locker you must complete an application with Police Services and leave a $20 refundable deposit for the key.
4. Only enrolled students or college staff may use the bike lockers for one semester/term at a time. A new deposit is not required; the existing deposit will roll over to the following semester/term if use is renewed. The renter will be contacted by Police Services two weeks prior to the last day of instruction. Note: Semester/term is fall, spring, and summer.
5. When the renter plans on halting the use of the locker they turn in the key to Police Services and receive the $20 deposit back. Renters must clear out their bike locker at the end of their use.
6. If renter does not renew the application at the end of the semester and fails to return the key, the locks will be changed and the key deposit will be forfeited. Items contained within will be held in Police Services Lost and Found for 90 days then discarded.
7. The intent of bike lockers is the storage of bicycles for transportation to and from the college and not for general storage of personal effects. Law prohibits storage of hazardous materials, weapons or any other illegal substance.
8. When there is concern that bike lockers are being used inappropriately, lockers will be opened, inspected, and emptied or contents confiscated without notice by Police Services.
9. Police shall take all key deposits to the Cashier’s Office to be credited to the appropriate Police Services General Ledger account. Refunds of deposits will be made by “request for refund of fees” process via the business office.
10. Contra Costa College and the Contra Costa Community College District are not responsible for the loss or damage to bike locker contents.
11. Building & Grounds is responsible for the maintenance of the lockers. Forfeited key deposits will be used to offset any related costs for the maintenance of bike lockers.

Revised 3/25/13

**DRAFT**

**BICYCLE LOCKER POLICY**

Reference: Operations Council – March 25, 2013

 Adopted by College Council –

 The college will provide appropriate procedures for the rental of bicycle lockers on campus.

 The procedure for renting a bicycle locker is attached to this policy.