

BIKE HUB APPLICATION FORM

APPLICANT DETAILS:

Employee Student Employee/ Student Number: _____

First Name: _____ Surname: _____ Gender: Female / Male

Email Address: _____ Phone Number: _____

Dept/Faculty: _____ Campus: _____

LOCKER DETAILS:

Which Bike Hub are you applying for?

Footscray Park Bike Hub - \$25 Locker (optional) - \$25

Footscray Nicholson Bike Hub - \$25 Locker (optional) - \$25

Your fob will allow you access to each bike hub but if you want a locker at both campuses you need to pay for both (\$50)

The above amount is to be paid at the Student Service Centre. Please keep your deposit receipt as proof of payment for refund purposes.

DECLARATION:

The Victoria University Bicycle Hubs is a jointly funded project with the Victorian Government to encourage staff and students to cycle to the campuses in Footscray. I acknowledge that the University is not responsible for any lost, damaged or stolen property that may occur during or as a result of the use of the facility. I understand that a deposit is applicable for the use of a locker key and that I must inform Security of the loss of the locker key immediately.

Furthermore, I also acknowledge that I have read and understand the conditions of the Victoria University Bike Hubs and that by signing this form I agree to abide by the conditions of use. I understand that the University reserves the right to prohibit access to the facility if one or more of the attached conditions of use (see following page) have been breached.

Signature

____/____/____
Date

Please pay deposit at Student Services Centre and forward your completed form and receipt to:
Email: facilitieservicedesk@vu.edu.au or drop it at the Facilities Service Desk in Building K, Level 2 at Footscray Park.

How did you hear about the bike hubs? _____

To Student Services Centre:

Please allocate the above amount to Transaction 002 Misc & Student Misc Payments/Sub Code – BIKEHUB.

Office Use Only: Locker Key Allocated: Yes No Number: FP _____ FN _____ Date ____/____/____
Fob No: _____ User No: _____ Receipt included: Yes No

1. The bike hubs are only for employees and students of Victoria University that cycle to the campuses. It is not for use by partners, friends or family of staff or students.
2. A separate access fob is required for the bike hubs. A deposit of \$25 is required for the issuing of the fob. The deposit is refundable on return of the fob. The fob is issued on the basis that you:
 - 2.1 Do not loan your access fob to anyone;
 - 2.2 Do not give your access fob to anyone;
3. If your access fob has been lost, stolen or damaged, immediately contact the Facilities Service Desk on 9919 5900 or Security on 9919 4999 so that action may be taken to cancel your fob and alert security to the lost/stolen access fob. A charge of \$25.00 will apply for a replacement access fob.
4. When your access fob is no longer required, return it with the Bike Hub Refund form to the Facilities Service Desk in Building K, Level 2 at Footscray Park campus so that it can be deprogrammed and/or reissued. Your refund will only be processed after you have filled in the Bike Hub Refund form.

Failure to meet the above Conditions of Use may cause the immediate cancellation of your access fob.

5. **Return of Deposit**
The applicant will be required to surrender their fob (and locker key if applicable) to obtain the refund of their deposit. The return of the deposit may take between 4 to 6 weeks from date of receipt of request. The deposit will be issued by cheque.
6. No valuables are to be kept in the locker, on bicycles or anywhere in the Bike Hub. Victoria University is not responsible for any lost, damaged or stolen property that may occur during or as a result of the use of the facilities.
7. Users of the facility must provide their own bicycle lock to securely attach their bicycle to the bicycle racks within the facilities. The University will not supply bike lock under any circumstances.
8. Users of the shower and locker facilities are to ensure that they leave the facilities in a clean condition.