

Bicycle Policies

All bicycles must be registered with the Facilities Office and have a permit properly displayed while on campus; permits should be adhered to the top center section of the bicycle frame. It is the permit-holder's responsibility to ensure the permit is visible. A bicycle lock (U-type, chain or cable) and registration information (serial number, make, model, color and style) and completed registration form are required for a bicycle permit to be issued.

Bicycle Racks

Bicycles may only be secured to authorized bike racks located on **level 0.5 of the parking garage** and in **Lot J**. Upon registration, the owner's fob will be granted access to the pedestrian doors in the parking garage. Bicycles may enter and exit the parking garage through the pedestrian doors. Student permits expire either at the end of the spring semester or at the end of the summer designated by the expiration dates printed on permits.

Bicycle racks are available (seasonally) in the **plaza** for employees and commuter students for daytime use only. Permits are not required in this area. All bicycles on these racks must be removed by 11:00 p.m. Overnight bicycle storage in this area is prohibited and may result in citations and impounding.

Winter long-term and summer bicycle storage is available for students who are returning the following semester. See the Facilities Office for more information.

Bicycle impounds and fines will be handled in the following ways:

Garage/Lot J Bike Racks

1st Violation: warning

2nd Violation: after 24 hours, impounded in place by chain and \$5 fee will be charged

3rd Violation: after 30 days, bicycle locking device may be cut* and bicycle will be moved to impound area and an additional \$15 fee is charged

Plaza Employee/Commuter Bike Racks

1st Violation: impounded in place by chain and \$5 fee is charged

2nd Violation: If still in violation 48 hours after original violation, bicycle locking device may be cut* and bicycle will be moved to impound area and an additional \$15 fee is charged

Impounded in place by chain: When a bicycle is locked contrary to Bike Policies, it will be impounded in place by a chain. In order to have the chain removed, the bicycle owner should contact Security. There is a \$5 impound fee that can be paid to Facilities.

Moved to impound area: Bicycles locked contrary to Bike Policies may be moved to indoor impound area when it is found to be in violation for an extended amount of time or if it is found locked in a hazardous area. At this event, the bicycle locking device may be cut** and the bicycle will be moved to an indoor bicycle impound area. Bicycles impounded for over 6 months will be considered abandoned and will become the property of Moody Bible Institute. Abandoned bicycles will be discarded, sold or auctioned as deemed appropriate.

Bicycles parked inside buildings; obstructing pedestrian traffic, sidewalks, parking lots or emergency exits; locked to trees, handrails, fences or signs are considered hazardous and may be impounded by Public Safety without warning. Impounded bicycles can be claimed through the Public Safety office, for a fee.

Bicycle impound storage fees:

After initial 60 days in impound: \$10 storage fee

Each additional 60 day period: Additional \$5 storage fee

*when time permits, Facilities may attempt to contact bicycle owner with a courtesy email/call prior to bicycle locking device being cut; this is a courtesy and bike owner has final responsibility for obtaining bike permits and following policies.

**Moody Bible Institute is not responsible for damage to bicycles and locks when bicycle parked in violation and moved to an impound area.