

## Moody Global Ministries – Bicycle Policies

### Bicycles

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 lock is recommended) and registration information (serial number, make, model, color and style) and completed registration form are required for a bicycle permit to be issued.

Moody Bible Institute is not responsible for theft or damage to bicycles or locks on campus property.

### Bicycle Racks

Bicycles may only be secured to authorized bike racks (not to poles, rails or any other fixture that is not a bike rack) located on **level 1.5 of the parking garage**, in **Lot D** 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. 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/Lot D Bike Racks

1<sup>st</sup> Violation: a warning citation will be issued.

2<sup>nd</sup> Violation: after 24 hours, a second citation will be issued and the bicycle will be impounded in place by a cable and a \$5 unlock fee will be charged.

3<sup>rd</sup> Violation: after 48 hours, the bicycle locking device may be cut\* and the bicycle will be moved to an impound area; an additional \$15 impound fee will be charged upon its release.

### Plaza Bike Racks

1<sup>st</sup> Violation: a citation will be issued and the bicycle will be impounded in place by a cable; a \$5 unlock fee is charged.

2<sup>nd</sup> Violation: If still in violation 24 hours after original violation, the bicycle locking device may be cut\* and the bicycle will be moved to an impound area; an additional \$15 impound fee will be charged upon its release.

**Impounded in place:** When a bicycle is locked contrary to MBI Bicycle Policies, a citation will be issued and the bicycle will be impounded in place by Public Safety with a cable. In order to have the cable removed, the bicycle owner must contact Public Safety. As noted above, there is a \$5 impound fee that must be paid upon the bicycle's release to the owner.

**Moved to impound area:** Bicycles locked contrary to MBI Bicycle Policies may be moved to an 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. 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.

