



## Bike Hub Access Card Agreement

### CARDHOLDER INFORMATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  Male  Female

### REASON FOR REQUEST

New  Lost \_\_\_\_\_ Effective Date

*There will be a charge assessed for replacement of any lost or damaged access cards.*

### BIKE DESCRIPTION/TYPE (if riding more than one bike, add all bikes that will be brought into the Bike Hub)

Name: \_\_\_\_\_ Color: \_\_\_\_\_

Description: \_\_\_\_\_

### BIKE DESCRIPTION/TYPE

Name: \_\_\_\_\_ Color: \_\_\_\_\_

Description: \_\_\_\_\_

### AUTHORIZATIONS

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Tenant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*NOTICE: By Tenant's use and/or issuance of the Access Card(s), Tenant accepts the following: Tenant acknowledges that this Access Card(s) is to only be issued to and used by an authorized employee of the Tenant. Tenant assumes full responsibility for the control, custody and issuance of the Access Card(s). Tenant shall indemnify, defend and hold World Trade Center Portland and their respective employees, contractors, agents, affiliates, successors and assigns (collectively, for purposes hereof and the attached Agreement, Release & Waiver of Liability for Bike Hub Use only, "Landlord") harmless from and against any and all claims, damages, unauthorized uses and causes of actions arising as a result of, or in connection with, any use of the Access Card(s) and from any and all costs, attorney's fees, expenses and liabilities incurred in the defense of any claim or any action or proceedings brought as a result of, or in connection with, such use. Any lost or stolen access cards must be reported to the Management Office immediately.*



## Bike Hub Access Card Agreement

### Rules and Regulations for Bike Hub

- A. All persons permitted to use the Bike Hub (“Members”) must have a pre-authorized key card access to enter the Bike Hub. A Bike Hub Access Card Agreement must be signed before using the facilities. This form can be obtained from the Management Office or Corporate Security Office. No guests are permitted to use the Bike Hub. Use is restricted to tenants of World Trade Center Portland who have signed a Bike Hub Access Card Agreement, a Release & Waiver of Liability for Bike Hub Use, and these Bike Hub Rules and Regulations.
- B. All Members agree and acknowledge that use of the Bike Hub and any and all equipment is at their own risk and World Trade Center Properties is not responsible for any damage, loss, or harm that result from a Member’s use of the Bike Hub for storage or for any other purpose.
- C. Members shall use reasonable care and caution when entering and leaving the Bike Hub.
- D. In the event a Member notices any faulty or malfunctioning equipment, hazardous conditions, situations, or safety concerns while using the Bike Hub for any reason, he or she shall report the situation to the Management Office via the Tenant Work Order System.
- E. Individual membership key cards to the Bike Hub shall not be shared and shall only be used by the individual such key card was issued to. Failure to abide by this rule may result in immediate termination of such Member’s right to use the Bike Hub.
- F. Members agree to keep the Bike Hub in a neat and orderly fashion, including wiping down racks after use.
- G. Members shall not store anything in the Bike Hub overnight. Member’s personal belongings shall be stored in lockers on a day use basis. All personal articles shall be removed upon completion of the Member’s usage each day.
- H. No locks or locking hardware are to be left on the racks.
- I. As needed, Management reserves the right to cut locks that are in violation of the day use policy and discard of said contents.
- J. Appropriate attire is required at all times.
- K. Members agree to read rack instructions prior to use of any equipment.
- L. Children are expressly prohibited from entering the Bike Hub at any time.
- M. Member’s membership shall terminate on the last day of Member’s employment at the tenant company as listed on the Bike Hub Access Card Agreement, or, at Management’s discretion, may be terminated upon Member’s non-compliance with any of the Rules & Regulations listed herein.
- N. No smoking, alcoholic beverages or glassware are allowed in or around the Bike Hub at any time.
- O. Building Management reserves the right to alter Bike Hub equipment and hours of operation, and add, change or delete any of the Rules & Regulations of the Bike Hub as may from time to time be deemed necessary in the sole and absolute discretion of Building Management.

Initials: \_\_\_\_\_