Secure Cycle Storage

There are 409 locations throughout the St Johns campus where you can secure your bike. The vast majority are Sheffield type hoops and many are located under cover.

We also offer more secure cycle parking for 150 cycles and these secure stores are located close to the halls of residence. These consist of rooms accessed by a locked door with Sheffield hoop style cycle racks within them. Each hoop can secure 2 cycles – one each side – and is numbered.

Students and staff requiring access to one of the secure cycle storage facilities may request an allocated space from the Facilities Department by completing an application form attached to this leaflet. The period of let will be 12 months from 1 August to 31 July.

If you lose the key/access card you will be charged for the replacement costs which may include changing the lock and re-issuing new keys to all other cycle shed users.

- Cycle hoops will be issued on a first come, first served basis with a waiting list managed by Facilities.
- The maximum period of let is 12 months then you will have to reapply for a space. The Facilities department will contact you towards the end of the period to ask if you wish to continue to use your space.Keys/cards will only be issued when you have signed to say you have accepted the terms and conditions of key/card replacement should you lose your key/card.
- Individuals will be issued a key/card to the entrance of the cycle store and allocated a cycle rack number.
- Individuals are to ensure they only use their allocated cycle rack and that their cycle is secure at all times when stored.
- The University are not responsible for supplying any form of lock that secures the cycle to the rack.

IT IS THE RESPONSIBILITY OF THE USERS OF THE CYCLE SHEDS TO ENSURE THE ENTRANCE DOOR IS LOCKED AND SECURE.

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University of Worcester

Secure Cycle Storage Application Form

Initially please complete the top part of this form to apply for a secure cycle hoop

Staff or Student no. | | | | | | | | | / | |

Name ....

Address ....

....

Phone number .... Email address ....

Date application received ....

Date returned to student/staff **OR** date added to waiting list ....

If you have been allocated a hoop the Facilities Department will be in touch, and will return this form to you. You will need to sign below to show you have understood and accepted the terms and conditions. **You will be charged all the associated costs of lock and key/card replacement should you lose your key/card. This may include the costs of replacing all the keys for other cycle users.** Once you have been told you have been allocated a space please go to the Facilities Department in Woodbury to collect your key and hoop allocation number.

Signature ....

Print name ....

to agree acceptance of the terms and conditions of use.

Hoop number allocated Key/card issued ....

Date hoop allocated ....

Signed for Facilities ....