



## Woo Cycle Loan Scheme

Membership number no.

Name: ("the Member")	
Staff number/student number	

1. University of Worcester ("the University") admits the member identified above into the bike loan scheme for the periods starting the 1<sup>st</sup> August 2022 (the Start Date) to end on 31<sup>st</sup> July 2023 (the End Date).
2. The Bicycles and e-Bicycles ("Bicycles") remain the property of the University. The member will not sell, hire out, lend or otherwise part with possession thereof.
3. The Member shall pay the University a payment of £45.00, by WorldPay for admittance into the bike loan scheme on the Start Date or any date thereafter but before the End Date. The payment will admit the member into the bike loan scheme and provides the member with a cycle helmet and a front and back light. The cycle helmet does NOT have to be returned at the End Date. The Member must return the Bicycle to the University (at either St Johns campus reception cycle stands or City Campus reception cycle stands – identified by Woo stickers) on or before the Return Period in the same condition as when loaned out (fair wear and tear excepted). The key and **battery for e-Bicycles** must be handed back to the 24 hour reception.
4. Accessories supplied with the bicycle, which must be returned are: lock, rack, bell, and reflectors, battery e-bikes only. A charge may be made for any missing items to cover the cost of replacement.
5. The bike must always be locked, see clause 11 below, with the lock supplied.
6. On returning the bike and key (and battery for e-bikes) to reception **all missing or faulty items must be reported at the time of checking back in the bike.**
7. Maximum loan period is 24 hours for e-bikes and 7 days for bikes.
8. The Bicycle has been loaned by the University to promote cycling. On the admission to the scheme all the Bicycles were in good and safe working order. All Bicycles will be checked annually to ensure they remain in good safe working order. However, the University cannot warrant that when you ride it, it is still so. The Member is responsible for checking the brakes, wheels, handlebars, seat and gears before use and notifying the University of any issues identified. **The University accepts no responsibility for the roadworthiness.** The Member acknowledges and accepts that the Bicycle is in good condition in all respects on the start of the loan period.
9. The Member confirms that she/he is competent in riding a bicycle or will undergo cycle training before commencing use of the Bicycle. The University recommends that the Member wears a helmet when riding the Bicycle.
10. The Member will ensure that the Bicycle is kept reasonably clean and carry out basic safety checks before riding.
11. The Member will ensure that the Bicycle is adequately **secured to an immovable object** preferably dedicated cycle parking (where possible indoors) when not in use. If the Bicycle and/or Battery is stolen during the loan period, a crime reference number must be obtained from the police and the University security staff informed.
12. **The Member will ensure that if an e-Bicycle is left unattended, the battery is removed and taken with the user or stored securely.**



- 13. The Member undertakes not to misuse the Bicycle and to return it in the same condition as when received (fair wear and tear excepted) to the University reception cycle stands at St Johns campus or City campus, and return the D lock key and battery for e-bikes to the reception on or before the end of the Loan Period.
- 14. If the Member fails to return the Bicycle or the battery in the Loan Period, the University shall be entitled to introduce a fine and take any necessary action to repossess the Bicycle and/or to recover damages from the Member and to charge the Member the costs of any such action.  
The charges are as follows:
  - The cost of a replacement Bicycle is £200, and battery in the case of e-Bicycle is £300.
  - Where a Bicycle is not returned before the end of the 7 day loan period, an additional £2 fine is charge for each additional day the Bicycle is overdue.
  - Where an e-Bicycle is not returned before the end of the 24 hour loan period, an additional £4 fine is charged for each additional day the e-Bicycle is overdue.
- 15. No membership refunds will be given once a Member has signed up to the Cycle Loan Scheme.
- 16. If the Member shall commit any breach of the terms of this loan agreement, the University shall be entitled, but without prejudice to any other rights or remedies which it may have, to terminate the membership of the Loan Scheme and to recover possession thereof without notice and/or to recover damages from the Member, and to charge the Member the costs of any such action.
- 17. The University does not accept any responsibility for rider or third party claims associated with the Bicycle (other than claims for death or personal injury resulting from negligence of the University). The Member shall indemnify the University in respect of all costs, claims, expenses and demands which it may suffer or incur and which arise directly or indirectly out of the use of the Bicycle during the loan period.

**I am unaware of any medical condition that would affect my ability to cycle. If such symptoms occur I will consult my GP.**

I have been offered a bike helmet with the bike loan membership:

Helmet Accepted	
Helmet Rejected	

I accept the terms and conditions above in relation to the membership of the bicycle Loan Scheme. This paper copy will be stored in a locked room until 31<sup>st</sup> July 2023, then confidentially destroyed.

..... Name.....  
**Signed (Member)**

..... Name.....  
**Signed on behalf of the University of Worcester**

**Dated.....**