



# TFC Secure Bicycle Parking Application and Agreement

Please review the Terms and Conditions on the other side of this form and indicate your acceptance of them by signing. Abuse of any of the terms and conditions may result in your secure bicycle parking privileges being revoked.

## Contact and Identification Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Agency Employed: \_\_\_\_\_ Division: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Extension (if required): \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Work E-Mail: \_\_\_\_\_

Employee Work Hours: \_\_\_\_\_ Employee Work Days: \_\_\_\_\_

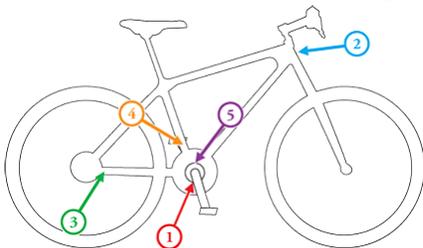
## Bicycle Registration

Make	Model	Color
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Serial Number: \_\_\_\_\_

The majority of serial numbers are located under the bottom bracket where the two pedal cranks meet. Simply turn your bike upside down and record the number.

1. Underside of crank
2. Headset
3. Rear stays
4. Seat downtube next to crank
5. Top of crank



TFC Use Only Date
Received: _____
Number on the Key: 13-7-(_____)
Issued by: _____
Date issued: _____
Replacement Key: 13-7- (_____)
Replacement Date: _____
Date Application Closed: _____
Any Violation Notes: _____

**TFC Security and Safety Program  
Secure Bicycle Parking Agreement Rights and Responsibilities**

1. Bicycles placed in the State Parking Garage Q secure bicycle parking area are entirely at the owner's risk and responsibility. The State of Texas and the Texas Facilities Commission accept no responsibility whatsoever for loss or damage to bicycles in the bicycle enclosure area.
2. The access key authorizes one (1) bicycle to park in a designated bicycle enclosure at any single time. The key is for the sole use of the registered bicycle enclosure user and is non-transferable.
3. Secure bicycle parking area is not intended to be used as personal storage or for any other items.
4. Registered bicycle user is required to provide and use a padlock/locks and cable. Bicycle must be secure at all times with a cable and padlock/lock while in the secure parking area.
5. Except in case of emergency, performing maintenance and repairs to a bicycle in the bicycle enclosure area is not permitted. All waste material must be removed promptly and disposed properly.
6. Please report a lost or stolen key immediately to Security and Safety Program (512) 463-1668.
7. Bicycle parking customers may only close their application by providing **e-mail** notification to the TFC Security and Safety Program office (riskmanagement@tfc.state.tx.us). Registered bicycle users must return the key to the TFC Security and Safety Program office located on the 1<sup>st</sup> floor, Ste.100 on the Central Services Building, 1711 San Jacinto Blvd. upon closing the application. No account will be closed without the returned key.
8. Any change of bicycles on the application(s) must be reported immediately to the TFC Security and Safety Program office.
9. Liability is limited as posted in the parking facility and as stated herein. The bicycle parker releases any claim for injury, damage, or loss resulting directly or indirectly from any action or failure to act by the State of Texas, the Texas Facilities Commission, and its employees under this agreement, including but not limited to, any loss of bicycle or contents, or any damage to bicycle by vandalism, theft or accident.
10. The Texas Facilities Commission reserves the right to cancel the secure bicycle parking agreement upon the failure of the participant to perform any act or obligation imposed or required under this agreement. The Texas Facilities Commission may cancel the secure bicycle parking agreement for any reason by providing the bicycle parker written notice of such cancellation.

I have read and agree to the above TFC Security and Safety Program Secure Bicycle Parking Agreement – Rights and Responsibilities. I agree that any abuse of any of the above Rights and Responsibilities may result in my loss of bicycle parking privileges.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please send application to [riskmanagement@tfc.state.tx.us](mailto:riskmanagement@tfc.state.tx.us)