

Bicycle Locker Rental Agreement

The State of Tennessee (“the State”) employee bicycle lockers and indoor bicycle racks provide secure bicycle parking at our state office buildings. The purpose of the program is to support and promote cycling as a way for state employees to commute to and from work. Please review the Terms & Conditions below and return the completed Agreement with the applicable fee to the Parking & ID Badging Office, Wm. R. Snodgrass TN Tower, 2nd Floor, 312 Rosa L. Parks Ave., Nashville, TN 37243. If you have any questions regarding the program, please feel free to contact the Parking & ID Badging Office at (615) 253-7866.

Terms and Conditions for Bicycle Locker Rental

1. This Agreement authorizes the employee to use a specific locker at a specific facility.
2. The employee represents that the locker will be used for bicycle parking only and shall not be used in, or in connection with, any activity prohibited by law.
3. Employee may not store inside or near lockers any hazardous materials including, but not limited to, flammable materials, explosives, inherently dangerous material or any other personal property violating local, state or federal law.
4. Only one bicycle per locker will be permitted at any time. Failure to comply may result in the suspension or cancellation of this Agreement, and/or Agency Head notification of the infraction.
5. All contact information must be current. In the event the employee changes his/her name, address, email, telephone number, agency, or any other contact information, employee must give the Parking & ID Badging Office notice of such change within ten (10) days of the change.
6. Employee waives any claim to personal injury and/or property damage while entering, leaving, or utilizing bicycle parking.
7. Employee waives any claim to the right to privacy and expressly consents to allow the State to open and inspect the locker and the contents thereof at any time without prior notice. Entry and inspection may take place for the following reasons: (1) in an emergency; (2) to determine whether a health or safety hazard exists; (3) to determine whether any term of this Agreement is being violated; (4) to maintain the locker, its door or locking mechanism; (5) to sweep or clean inside the locker.
8. If the locker key is not returned to the Parking & ID Badging Office upon the expiration of this Agreement, or if the locker is not clean or is damaged, the State may retain the Damage/Key Deposit and dispose of any property remaining in the locker. The locker key must be returned to receive the deposit at the end of the Agreement. The Deposit will also be forfeited for failure to pay in accordance with this Agreement.
9. Bicycles that are abandoned at the expiration of this Agreement will be held by the State for 30 days and then disposed of by the State as unclaimed property.
10. The Parking & ID Badging Office may immediately terminate this Agreement without notice at any time if it determines that the locker is being misused or that any term of this Agreement is being violated, or the program is discontinued. The Parking & ID Badging Office will promptly notify the employee of the termination. Upon such termination, the State has the right to empty the locker of any property stored therein. Such contents will be held by the State for 30 days and then disposed of by the State as unclaimed property.

Fees for Use

\$25.00	Damage/Key Deposit
\$20.00	Spring/Summer Season (April 1 st – September 30 th)
\$10.00	Fall/Winter Season (October 1 st – March 31 st)

\$ 5.00 Monthly Rental

* Fees cannot be prorated.

NOTICE: *This information is subject to audit. Falsification of information or signatures may result in penalties, revocation of transit privileges and notification to Department Head.*

APPLICANT INFORMATION

(Complete All Fields / Please Print)

Full Name

Department/ Allotment

Work Address

City

State

Zip Code

Office Phone Number

Alternate Number (Home/Cell)

Email Address

LOCKER LOCATION REQUESTED

Andrew Johnson Tower

MTA/Municipal Garage Indoor Bike Racks

Davy Crockett Tower

Rachel Jackson/Andrew Jackson

TN Tower / Lot #27

TERM REQUESTED

Spring / Summer / \$20.00 (April 1 – Sept. 30)

Fall / Winter / \$10.00 (Oct. 1 – Mar. 31)

Monthly Rental / \$5.00 per month

Other Months Requested: _____

****Make check payable to:** State of Tennessee, Department of General Services

The undersigned has read the Bicycle Locker Rental Agreement and agrees to the Terms and Conditions set forth in this Agreement.

Employee's Signature

Date

Return Form w/ Payment To:

**Parking & ID Badging Office
Wm. R. Snodgrass TN Tower, 2nd Floor
312 Rosa L. Parks Ave.
Nashville, TN 37243**

For Office Use Only:

Locker Location

Locker No.

Key No.

Authorized By

Date

Locker Term

Amount Paid

Method of Payment/Check#