

Caltrans District 4 Bike Locker Agreement

Subject to the following terms and conditions, the California Department of Transportation (Caltrans) hereby assigns ☐ New Locker **OR** ☐ Annual Renewal

Bike locker _____ Key _____ at _____ Park and Ride to
(Location)

Name _____ Over 18 years of age? ☐ Yes ☐ No*
(Please print) *Parent/guardian signature required below

Address _____
(Street) (City) (Zip code)

Phone (____) _____ E-mail address _____

Driver's license _____

1. This agreement shall be in effect until January 30, 20____ (date completed by Caltrans) unless terminated by Caltrans. The bike locker agreement must be renewed annually.
2. A \$25 refundable key deposit shall be paid for every new locker assignment. Provided that your bicycle locker is left in its original condition, upon return of your locker key you may be eligible for refund of your key deposit. In the event of a lost key, your key deposit will be forfeited. A new key deposit will be assessed for a new key.
3. The assigned locker shall be used only for storing a bicycle or mo-ped. Any unauthorized use will result in the termination of this agreement by Caltrans and possible forfeiture of the key deposit.
4. The assigned locker is to be used on a regular basis for ridesharing purposes. If there is a waiting list for lockers at this site, seldom or never used lockers will be reassigned.
5. Caltrans has the right to inspect all assigned lockers at any time without notice.
6. User is always to keep the interior of locker clean.
7. User is to notify Caltrans of all changes of address and/or telephone numbers.
8. User is to notify Caltrans of intent to discontinue use of locker. Please notify Caltrans at least 15 days in advance.
9. Caltrans is not liable for any injury, loss, or damage arising from the use of any assigned lockers.

Failure to comply with any provisions of the Caltrans Bicycle Locker Agreement is cause for Caltrans to terminate this agreement, retain the key deposit, and dispose of any property remaining in the locker in accordance with the law.

I have read and understand all the terms and conditions listed above.

Signature _____
(Applicant)

Date _____

Signature* _____
(Parent/guardian if applicant is under 18. Please indicate relationship)

Date _____

Signature _____
(Caltrans Park and Ride Coordinator)

Date _____

Instructions

New Locker:

- Complete and sign this Caltrans Bicycle Locker Agreement (BLA), indicating the request is for “new locker.”
- Mail the signed copy of the BLA with a **certified check or money order** for \$25 (key deposit) payable to Caltrans to the address below. Personal checks are not accepted.
- You will receive one locker key, a receipt for your key deposit, and a copy of the Caltrans BLA indicating your assigned locker number.

Annual renewal (due on January 30th of every subsequent year):

- Complete and sign this Caltrans Bicycle Locker Agreement (BLA), indicating the request is for “annual renewal.”
- Return the signed copy of the BLA. No additional fees are required.
- A copy of the BLA will be returned to you with the new expiration date.
- If a new BLA or the bike locker key are not returned by the January 30 deadline, the bike locker assignment and \$25 key deposit will be forfeited and Caltrans will reassign the bike locker.

Key deposit refund requests:

- Return the locker key with your request for key deposit refund. Provide your locker number, Park and Ride location, and the address to send the refund. After the bike locker is inspected and found in good condition, we will process a key deposit check. The key deposit refund check may take up to 6-8 weeks and will be sent directly from State Controller's office.
- To ensure proper delivery, please wrap key in one sheet of paper to prevent key from puncturing the return envelope. **We are not responsible for keys lost in the mail.**

Return forms and key deposit refund requests to:

Caltrans District 4
Office of Asset Management and Performance, MS 5-H
ATTN: Park and Ride Coordinator
P.O. Box 23660
Oakland, CA 94623-0660

If you have any questions, please contact the Park and Ride Coordinator at 1-800-834-3032.