



MELVIN MARK BROKERAGE | CAPITAL GROUP | CONSTRUCTION | DEVELOPMENT

1. The Bike Room is located in the basement in **Storage Space 50**, right outside of the Management Office.
2. **No bikes will be allowed in the lobby or elevators.**
3. **Bike room access is through** the Jefferson Street door next to the loading dock; it will be left unlocked during regular business hours.
4. **After-hours access:** Please temporarily park your bike outside of main entrance and inform security you require bike access. Security will meet you at Jefferson Street (exit) door to let you into the building.
5. The Bike room is a **first come, first served** amenity and holds **44 bikes**.
6. Rider will need to **provide his/her own bike lock**.
7. Please remember to remove your bike lock daily. **Any locks remaining will be removed by building management.**
8. All bikes need to be **stored on the vertical racks** for safety.
9. We are not responsible for lost or stolen items; **park at your own risk.**
10. A pin pad has been installed on the entrance for security; **please email building management for the access code at [mlueck@melvinmark.com](mailto:mlueck@melvinmark.com).**
11. Cyclists that wear cleated shoes must change into appropriate footwear before entering elevators or lobby areas to minimize damage to the floors.

Should you have any questions or need any clarification on any of these rules, please contact Building Manager Mark Lueck in the management office.





# COLUMBIA SQUARE BIKE ROOM USER AGREEMENT

\_\_\_\_\_ (“User”) has permission to use the Bike Room Facility, basement Storage Room #50, of the Columbia Square on a first-come, first-served basis, when available during the business hours of the building established by Columbia Square LLC (“Owner”), subject to the terms and conditions in this Agreement. User agrees to the following terms and conditions of the use of the Bike Room Facility:

1. Personal Use. The right given is personal to and only while User is employed by a tenant of Columbia Square. User shall not permit anyone other than User to use the pin code to the Bike Room Facility provided by Owner.
2. Permitted Use. The User shall have the right to use the Bike Room Facility for storing one bicycle and helmet only and for no other purpose or to store anything in the Bike Room Facility.
3. Compliance with Rules. User has read the Bike Room Facility Rules and agrees to comply with the Bike Room Facility Rules and all other rules and regulations regarding the use of the Bike Room Facility imposed by Owner from time to time.
4. Security. User must provide User’s own bicycle lock. Owner is not responsible for lost, stolen, or damaged property stored in the Bike Room Facility.
5. Term. The term of this Agreement is ongoing, commencing on the date of this Agreement. Either User or Owner may terminate this Agreement at any time. Also, Owner may choose to change the location of the Bike Room Facility.
6. Assumption of Risk; Waiver of All Claims. The User accepts the Bike Room Facility in its condition and bears all risk of bodily injury and loss of and damage to User’s property whatsoever. User acknowledges that User’s storage of User’s property is at User’s sole-risk. The Owner does not assume any liability for storage of User items. The User assumes all risk of injury, death and damage to persons or property related directly or indirectly to use of the Bike Room Facility. The User fully and unconditionally waives, discharges and releases Owner, the manager of the building and their respective members, agents, representatives, employees and affiliates from all claims, losses, damages, liabilities, costs and expenses (including attorneys’ fees) that relate directly or indirectly to the Bike Room Facility and the use of the Bike Room Facility, whether known or unknown and whether foreseen or unforeseen.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Signature of User

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Name of Employer