



BIKE ROOM ACCESS FORM

The following Rules and Regulations are intended to make the Bike Room at 1001 Pennsylvania Avenue, N.W. as safe, enjoyable, and please as possible for all members. These Rules and Regulations are applicable to all member, their partners, directors, and employees, which may be changed from time to time by The TREA 1001 Pennsylvania Avenue Trust or its Managing Agent, to provide for the safe, orderly, and enjoyable use of the Bike Room's facilities and equipment.

All tenants wishing to utilize the bike room on P1 garage level must be registered. The completed registration must be returned to the management office located on the lobby level for the bike or scooter owner to be given access to the bike room through their building access fob/card.

The proper procedure for tenants to enter/exit the bike room on P1 is through the garage entrance on 10th Street during the garage hours of operation, which are from 6 A.M. to 10 P.M. from Monday to Friday, from 7 A.M. to 10 P.M. on Saturdays, and from 9 A.M. to 7 P.M. on Sundays. Access hours for holidays and special dates will be based on the garage or building schedule. The bike room may be closed, or hours of operation may be adjusted at the Landlord's sole discretion. Tenants will be notified at least 24 hours in advance of any closing unless such closing is due to emergency repairs and maintenance.

Storage is prohibited. Racks and lockers are provided at no charge for **daily use only**. Bikes, scooters, or personal items left for longer than a day in the racks or lockers are subject to removal. If they are left for a longer period, please notify Hines Property Management. Please utilize the wall handrails to store the locks as bike and scooter locks left on the racks will be cut off at owner's expense. Motorized and gas-powered vehicles are prohibited from utilizing the Bike Room. Electric hybrid bicycles and scooters operated by battery are permitted to be stored in the bike room.

The Building Owner, Property Management, and Garage Management are not responsible for any losses due to theft, collision, or any other damage done to bicycles in the Building parking garage and bike room.

Questions concerning bicycle registration should be directed to Hines Property Management at 202-639-7575.

Bike/Scooter Info:

Model	Color

Date: _____

Phone Number: _____

Name: _____

Email Address: _____

Company: _____

Kastle Card No.: _____

Signature: _____