

Bike Room Registration Form

Please complete and email to 24ewashington@am.jll.com.

Name: _____

Date: _____

Email: _____

Phone Number: _____

Company: _____

Bike Description (Make/Model/Color): _____

Access Card Number: _____

Bike Room Use Instructions:

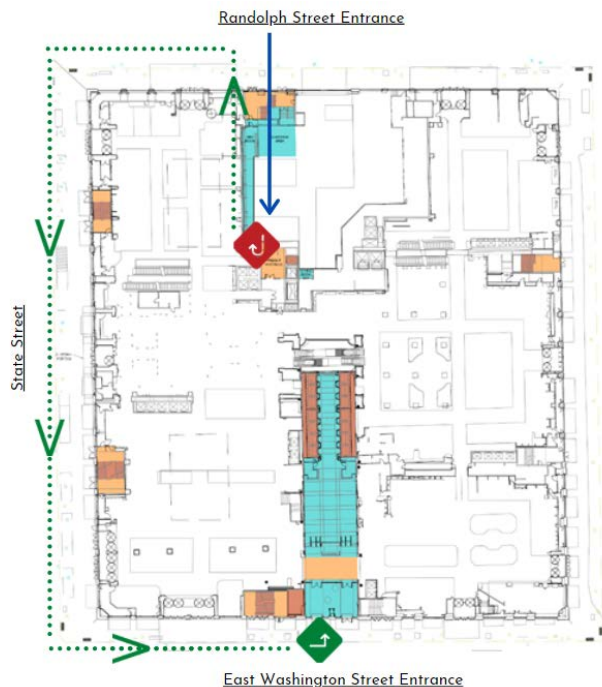
The 24 East Washington Tenant Bike Room is located off Randolph Street. To access the bike room, use your access card to enter through the Randolph Street entrance, located to the right of the large overhead dock door. Proceed past the stairwell through a second set of doors and please note the stairs are for emergency egress use only. Finally, swipe your card again for the door leading straight to the bike room.

Once your bike is secured, you must exit the same way you accessed the bike room, and walk around the block to the 24 East Washington main entrance.

For reference, please see the diagram:

Please note, only registered tenant bikers are allowed to use the bike room and it is the biker's sole responsibility to maintain the security of personal property.

All registered bikes must also have their registration sticker visibly affixed to the frame of the bike described on this form.



Bike Room Rules and Regulations

1. The bike room is accessible 24/7 and an access card is required for entry at all times.
2. The bike room must be accessed from Randolph Street, and once your bike is secured, you must exit through the same Randolph Street entrance.
3. Bikes must be walked on the sidewalk and inside the building.
4. Cycling and/or cleated shoes cannot be worn inside the building.
5. All bikes secured in the bike room must display a registration sticker. If you need a replacement sticker due to damage or a new bike, please contact the Office of the Building.
6. All bikes must be properly secured to a rack and cannot be left freestanding in the bike room.
7. Bikes cannot be kept overnight in the bike room for more than 5 consecutive nights.

Tenant Initials _____