

# Bike Box / Bicycle Storage Room Access & Locker Application – FORM C

PF05

Please fax, email, post or hand deliver your completed application form to PF Assist – contact details below

**OFFICE USE** Locker No. ....  
**ONLY** Permit No. ....

## APPLICANT DETAILS – for access to all bike boxes and bicycle storage rooms

Staff No. (UQ staff only)         Student No.          Male  Female

Staff User Name: (if applicable): .....

Surname ..... First name ..... Title .....

Work Address: .....

State: ..... Postcode ..... Email: .....

Phone Number: ..... Mobile: .....

### Declaration & Signature of Applicant:

I accept the Conditions of Use listed overleaf Signature ..... Date: ...../...../.....

## Please complete this 3 step section if you would like to rent a locker

### 1. CHOOSE YOUR LOCKER LOCATION – please select the location of your locker from the following rooms:

#### Bike Box Locations:

- The 98B Bike Box Multi-level Car park 2     The 21C Bike Box Union Complex     The 20 Bike Box Global Change Institute     1021B Bike Box Long Pocket
- The 883 Bike Box OHC – Herston     98E Lockers Synthetic Fields Car park     The 41 Bike Box Lvl 1, Old Staff House

#### Bicycle Storage Room Locations (no lockers in these locations):

- 26B Bicycle Storage Room Human Movement Studies    47A Bicycle Storage Room Sir James Foots Bldg    78 Bicycle Storage Room General Purpose South Bldg    Bicycle Storage Room P.A.C.E. (Woolloongabba)

Please indicate whether you require a Male, Female or Unisex locker room (subject to availability):  Male  Female  Unisex

### 2. APPLICATION DETAILS

- New Application    Start date ...../...../.....     Replacement Key \* (\$20.00)
- Renewal Application    End date  30<sup>th</sup> June 20.....     30<sup>th</sup> November 20.....
- \$5.00/month (or part thereof)**

\* A lock & key is supplied with your locker rental  
If either is lost a replacement fee of \$20 is payable

### 3. PAYMENT DETAILS

#### EFTPOS

For payment by EFTPOS, please visit our PF Assist office at The Prentice Centre, Level 2, Prentice Building (42).

#### CREDIT CARD PAYMENT AUTHORITY

Please charge \$..... towards my:  Mastercard  Visa Card

Card holder name: .....

Card No.

Expiry Date: ...../.....

Signature of Card holder: ..... Date: ...../...../.....

Please see website for cycling information - <https://campuses.uq.edu.au/information-and-services/parking-transport/cycling/about>

Fax: (07) 336 51900

Email – [pfassist@pf.uq.edu.au](mailto:pfassist@pf.uq.edu.au)

Phone: (07) 336 52222

Postal address: PF Assist, Property & Facilities Division, Level 2 Prentice Building (42), The University of Queensland 4072.

## CONDITIONS OF USE:

- The University does not accept any responsibility for the (1) loss or damage to any vehicle; or (2) loss or damage to any article or thing, in or upon any vehicle or for any injury to any person, howsoever such loss, damage or injury may arise, including by way of negligence by the University.
- Locker hire is available on a first come, first served basis and are for bicycle commuters. That is, people who travel to campus by bike the majority of the days of the week.
- Only one locker may be hired per person.
- Locker hire is calculated at \$5 per month. Locker hire is calculated based on the total number of months hired. Locker hire runs until the end of each semester, at which time renewal will be available.
- Bike box locker hire subscriptions are non-refundable. There is a cooling off period of 48 hours from the time of payment, when a full refund is permitted. A refund after the cooling off period will only be permitted in exceptional circumstances.
- If payment is not received within 7 days of the end of the subscription, the locker will be forfeited and offered to the next applicant on the wait list. Where applicable, the lock will be overridden (or padlock cut as necessary), and the contents of the locker will be removed and sent to Lost Property, where the items may be destroyed. Lost Property is handled by PF Assist at the address listed at the bottom of this form.
- No payroll deduction or salary sacrifice is available for Bike Box lockers.
- A lock and key is supplied with your locker rental, if lost a replacement key is available at a cost of \$20.
- The key must be returned to PF Assist upon expiration or cancellation of locker subscription.
- Once a person has secured a locker, they may keep it indefinitely as long as payment is made.
- Lockers must be kept in good order. No stickers or markings are to be added to the door or inside the lockers. Wet towels or clothing should not be left in the lockers, but placed on the drying racks provided.
- Personal items such as toiletries and towels are not to be left in communal areas, especially in the showers. Due to hygiene reasons, items which are left unattended will be disposed of on a weekly basis by the cleaning staff.