Eligibility and Criteria for Use:

- Bicycles may only be used by faculty, staff, and students who are respectively employed by or registered with the Central European University and Central European University Business School and OSA.
- Bicycles may be used only for private use.
- The bicycle loan period restrictions and return commitments must be followed by each system user.
- Any bicycle issued to a member of staff or student can only be used by that particular member of staff or student.

Staff or students wishing to use the CEU bike sharing system must first:
- Become a registered user by sending an email to bicycles@ceu.hu and signing and returning the user agreement (the form can be signed at the pick up point the first time a bike is borrowed).
- Pay a 3000ft deposit which can be retrieved at the end of the semester.

To rent a bicycle, registered users should use the following procedure:
- Request a bicycle by sending an email to bicycles@ceu.hu in which the rental request period is clearly stated. The user will then receive a confirmation with the pick up time.
- To take out a bike, a user will retrieve the bike key from a member of the Campus Services Team at the agreed time. Users will be required to show a valid CEU ID card at the place of rental (Sustainability Office, N11 Courtyard) and sign a bike borrowing checklist.
- To return the bike, the user must park the bicycle in the Zrinyi Street bike park area, lock it, return the keys to the security guard at the N11 reception desk, and fill out the return sheet.

The following bicycle accessories will be issued with the bike rental:
- One chain and a numbered key.
- Optional Upon Request: Front and back lights (this feature is optional and should be indicated on the request form and the sign out sheet).

Rental Period and Return Conditions:
- Users must sign out bicycles by filling out the bike borrowing checklist.
- The borrowing period should not exceed 72 hours of rental time.
• Users can renew the borrowing agreement, but only if the respective bicycle has not been requested by another user.
• Bicycles must be returned on time as indicated by the user during the sign out process. Users who return the bicycles late will receive one warning. Each additional late return will result in a 3000 HUF/day penalty for each day past the rental agreement. User’s privileges will be restricted until fines are paid in total.

Bike Parking Location
• The bicycles available for borrowing within the CEU Bike Share System are stored in the Oktober 6 Street Bike Courtyard and in the Zrinyi Utca Courtyard. The bikes can be found here, and should be returned and locked to the rack where they originated at the completion of the borrowing period.

Bike Conditions
• Brakes, lights, tires and free movement of wheels and pedals must be checked by the user before commencing use. All faults must be reported immediately by the user to the person signing out the bike, either upon initial inspection by the user or at any time subsequently as soon as the user becomes aware of a fault. Users must not under any circumstance take a bicycle out in the knowledge that a fault is present.
• Bicycle seat heights may be adjusted by users during the rental period. A tool kit for adjusting bike seats is available at the rental point.
• Users must return bicycles in the same condition as originally borrowed at the end of the loan period to the dedicated cycle storage area, in the Zrinyi Street or Oktober 6 Street courtyard.
• Users must return the bicycle lock keys, lights, as issued, to the Nador 11 Reception Desk upon completion of borrowing. Users will be asked to sign in the bikes at the point of return. Bicycles must be returned during opening hours of the University.

Maintenance:
• The bicycles are checked and maintained to be kept in a roadworthy condition on a planned preventative basis at monthly intervals.
• A bicycle service tool kit will be available at the rental point.

Insurance, Theft, and Damage Reporting:
• The bicycles and lights are not insured for theft and accidental damage.
• Users are expected to functionally utilize the locks provided with each bike. Bikes must be locked to permanent fixtures throughout the city when utilized. Using sense and caution is recommended when parting with parked bicycles, as well as securing bikes to parking stands with high visibility.
• If the bicycle has removable lights, the user should make sure to take the lights with him/her whenever the bike is locked in the street. The penalty for losing lights will be 2000HUF.
• If any damage is sustained to a bicycle while in the possession of a user (beyond reasonable wear and tear) it must be reported immediately to the via email to
bicycles@ceu.hu, and additionally to the CEU Sustainability Officer (StrenchockL@ceu.edu) when the bicycle is returned to official parking areas and indicated on the return sheet. Users will reimburse the University for the amount of any repairs or replacement parts required and shall be invoiced accordingly by the University. Unreported damages will result in the loss of bike share privileges for users.

- If a bicycle is stolen, the user must report this immediately upon becoming aware of this to bicycles@ceu.hu. If the user produces a police report regarding a stolen bicycle, the user may not be liable for a lost bicycle charge.
I AGREE THAT:

- I am competent and able to ride a bicycle.
- When riding on a share bicycle, I will abide by all laws, regulations and rules applicable to bicycle riders.
- I will not give my numbered bike key to any other person.
- I will report any damage to, or the need to repair, a share bicycle.
- My participation in the bike share scheme is absolutely at my own risk and Central European University is not liable for any injuries incurred or inflicted by me and/or any damage caused to any person or thing by my use of the share bicycle, which includes all actions, suits, claims, costs, expenses and demands in respect of death, injury, loss or damage to me or any other person however caused.
- I will abide by the user agreement stated above at all times.

Name:

Staff/Student

CEU ID Number:

Department:

E-mail:

Telephone Number (Extension):

*I have read and understood the terms and conditions set out above and agree to be bound by them during my participation in the bike share scheme. I understand that I may end my participation in the bike share scheme at any time by returning the bike key and cycling lights provided to me.*

Signed: ..................................................  Dated: .................................