



CEU Bicycle Guidelines

CEU encourages the use of bicycles as a sustainable, healthy and environmentally friendly form of transportation.

Bicycle parking at the Vienna campus:

- The Vienna campus is widely accessible by public transport and bicycles and many community members are year-round bikers. If you commute by bicycle, you can utilize the parking stands located at the Quellenstrasse campus [main entrance](#) and in the back of the building on Buchengasse street.
- A shower for commuters is located on the ground floor, across from the locker storage area.
- Bicycle users should use an adequate lock to secure their bicycles to the university provided bicycle racks on the CEU premises.
- CEU does not take responsibility for stolen bicycles.
- Bicycles should be secured only to the bicycle racks provided.
- Bicycles parked outside of the buildings should not block any entrances, disturb pedestrian walking areas or prevent other bicycle users from parking their bicycle.

Bicycle Parking at the Budapest Campus:

- For community members who regularly access campus by bicycle, roller, segway, etc. an indoor parking area has been established in the Monument Building.
- Access during standard campus hours through the Monument Building side entrance, [Zrínyi utca 8-10](#). Please ring the doorbell and have your valid CEU ID ready.
- This entrance is only available for CEU community members arriving with bike, roller, etc.
- Please secure your bike or roller to one of the racks located on the ground floor
- This area can also be used for parking and charging e-rollers.
- Bikes and rollers are not allowed beyond the designated area and the University takes no responsibility for those parked on campus.

Removal and storing of abandoned bicycles:

CEU will remove bicycles that are abandoned, based on the procedure outlined below.

A bicycle will be considered abandoned if it displays signs of significant neglect, such as flat tires, seriously rusted, damaged or missing parts, or heavy accumulation of dust, dirt or cobwebs. An abandoned bicycle will be tagged by the CEU maintenance staff specifying the date by which it needs to be removed. If the bicycle is not claimed and removed within 14 days, it will be removed by Facility Management and deposited as an abandoned bicycle in university storage for a period of 30 days.



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CEU does not take responsibility for the damage to locks when removing abandoned bicycles and will not reimburse the owner even if the bicycle is reclaimed.

Removed bicycles deposited in storage may be claimed from CEU maintenance by writing an email to sustainability@ceu.edu listing the following details:

- a) Place where the bicycle was last locked
- b) Model and color
- c) Accessories (basket, bell, light, etc.)
- d) Distinguishing features (stickers, decorations, etc.)

CEU maintenance will contact you shortly following receipt of the above notification with a suggested time for the retrieval.

Recycling and Discarding of Unclaimed Bicycles:

A bicycle will be considered unclaimed if the owner does not claim it within 30 days of removal. Unclaimed bicycles will be donated or reused as the University deems appropriate.

Leaving for Holiday/Leaving CEU/Break Periods:

Please remove your bicycle from the racks before leaving CEU or leaving for long holidays, as it will be otherwise subject to the above procedure. CEU does not have the capacity to serve as a long term storage location for bikes.

Bicycle Repair:

If you need assistance in repairing your bike, or request tips of available bicycle repair workshops in Budapest or Vienna, please contact sustainability@ceu.edu

Theft

Although CEU does not take responsibility for lost, stolen or damaged bicycles, if you believe that your bicycle has been stolen, CEU may be able to help. Please contact sustainability@ceu.edu for assistance.