



CEU Bicycle Guidelines

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

Bike parking location and access:

CEU community members who commute by bicycle can utilize the **Oktober 6 Street Number 7** building courtyard for daily parking purposes. The courtyard is located on the entrance level of the Oktober 6 Street Number 7 building, where the School of Public Policy and several CEU offices are located.

To access the bicycle courtyard, please enter through the main entrance of the Oktober 6 Number 7 building, and proceed to the back of the entrance floor, where you will find a door which you can use to access the parking area on the right side of the back wall. Please look for signs which indicate where the bike parking area is located.

Regulation of bicycle parking on campus:

The bike parking area is to be used only by CEU community members who commute daily to CEU. Bikers who use the courtyard must follow the rules of the bike parking area which have been established to maintain safety and order within the building premises.

- The Oktober 6 Street number 7 courtyard is the only designated area for bicycles parking on campus.
- Bikers can utilize the courtyard for parking purposes only during the opening hours of the Oktober 6 Street Number 7 Building. Monday-Friday 8:00am-10:00pm Saturday-Sunday 8:00am-8:00pm
- Bicycles parked in the courtyard must not block any entrance or covered walkway area, nor prevent other bicycle users from parking their bicycle.
- Bikes must be fastened to parking racks and must not be left in any open areas, or in any areas which have not been designated as parking areas. Bikes in the courtyard which are not fastened to racks will be removed.
- If the bicycle parking racks are completely occupied, then bikers must park in an alternate location outside of the Oktober 6 Street Number 7 Building.
- Due to size restrictions of the courtyard, bikes should not be left in the courtyard overnight, or for extended periods. Bikes which remain locked in the same place for extended periods will be removed.
- 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.



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Removal and storing of abandoned bicycles:

Due to space restrictions in the Oktober 6 Utea number 7 courtyard, bicycle commuters should park and remove their bikes from the courtyard daily. Bikes should not be stored in the courtyard overnight, nor left for extended periods or they will be removed. Bicycles that are left in the same location for a 3 day period will be tagged with signage encouraging usage or removal. Tagged bicycles that do not show signs of usage after an additional 3 days will be removed from the courtyard.

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 bicycles@ceu.hu 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.)
- e) A photo of the bicycle

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 refurbished and utilized in the CEU Bike Share Program.

Leaving for holiday/leaving CEU/break periods

Please do not leave behind bicycles in the parking area when departing for long holidays, research trips, or other extended travels as they will be subject to the same procedure outlined above. CEU does not have the capacity to serve as a long term storage location for bikes.

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 bicycles@ceu.hu for assistance.