

Rules for Access and Use of the Bicycle Storage Room at the Dormitories of the Warsaw University of Technology

§ 1

1. These rules define the regulations for the use of bicycle storage rooms, hereinafter referred to as "Bicycle Storage," located within the Dormitory, hereinafter referred to as "DS."
2. Each person using the Bicycle Storage, hereinafter referred to as the "User," agrees to comply with the provisions of these rules.
3. Only residents and employees of the DS where the Bicycle Storage is located may use it.
4. The Dormitory Council of Residents of the relevant DS, hereinafter referred to as "CR," appoints a Bicycle Storage Supervisor, hereinafter referred to as the "Supervisor," who manages access to the Bicycle Storage. If the Supervisor is not appointed, the CR Chairperson performs this function.
5. The Warsaw University of Technology is not responsible for any damage or theft of stored bicycles.
6. The term "Access Campaign" refers to the period during which the Supervisor collects applications from those interested in using the Bicycle Storage under the conditions specified in these rules.

§ 2

1. The Supervisor informs DS residents about the dates of the Access Campaign through CR's social media and by posting information on the CR bulletin board.
2. Campaign dates may be subject to change, of which the Supervisor informs in the manner specified in § 2 (1).
3. Immediately after the Campaign ends, the Supervisor decides on granting Users access to the Bicycle Storage.
4. Access to the Bicycle Storage can be granted for a maximum of one year. The Supervisor, in consultation with CR, may decide otherwise and inform at the same time as the Campaign announcement.
5. If necessary, the Supervisor may appoint a deputy and inform the DS Administrator.
6. If residents express their willingness, the Supervisor may organize ad-hoc Access Campaigns.
7. In special cases, the Supervisor may grant temporary access to the Bicycle Storage.

8. The User must inform the Supervisor if they resign from the allocated space when they cease using it.
9. Upon expiration of the space allocation, the User must immediately remove their bicycle.
10. If access to the Bicycle Storage is available only via a magnetic lock, the User must have a student ID or another personal card with Mifare technology.
11. If access to the Bicycle Storage is by key, it is prohibited to:
 1. Take the key outside the DS premises;
 2. Duplicate the key.

§ 3

1. The Supervisor must conduct the Campaign in October at times convenient for DS residents.
2. During the Campaign, the Supervisor must collect the following information about the User and their bicycle:
 - Name and surname;
 - Dorm room number;
 - Phone number;
 - Email address (if the User has one in the pw.edu.pl domain);
 - Bicycle brand and frame serial number.
3. During the Campaign, the Supervisor may assign one space in the Bicycle Storage per person. If the infrastructure allows, the Supervisor assigns a specific space. When a specific space is assigned, leaving the bicycle elsewhere is prohibited.
4. Spaces in the Bicycle Storage are assigned in the order applications are received, with priority given to those who had a space in the previous Campaign.
5. If the number of applications exceeds the available spaces, the Supervisor creates a waiting list based on the data specified in § 3 (2). If the Supervisor receives information that a User has resigned from their space, they must notify the first person on the waiting list.
6. A space allocation expires as a result of:
 - The User's resignation by permanently removing the bicycle and notifying the Supervisor;
 - The User's move-out from the DS;

- The announcement of new space allocations;
- A decision by CR or the Dormitory Disciplinary Committee in agreement with the DS Administrator.

7. Users gain access to the Bicycle Storage by being granted the rights to operate the magnetic lock or receive a key. The User loses these rights when the allocation expires.

§ 4

1. Users are prohibited from granting access to the Bicycle Storage to those without an allocated space.
2. The User must maintain order in the Bicycle Storage and report any irregularities or infrastructure issues to the Supervisor.
3. If another person occupies the User's space, the User must report this to the Supervisor immediately.
4. Violation of these rules may result in the User losing their right to use the Bicycle Storage, including their allocated space, as outlined in § 3 (7).
5. If the right to use the Bicycle Storage is lost for reasons not related to the time period specified in § 2 (4), the User is informed electronically. The notice must include a pickup deadline, which cannot be shorter than 14 days from the date the message is sent. If the User has already lost access to the Bicycle Storage, the Supervisor facilitates bicycle retrieval.
6. If the bicycle is not picked up within the specified deadline or after the period specified in § 2 (4), it is moved to another room and stored for up to 90 days. After this time, the bicycle becomes the property of CR or is disposed of.
7. In case of disputes or matters not covered by these rules, the Chairman of the Dormitory decides in consultation with CR.

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