

Employee - Bicycle Storage Annual Rental Contract

Name (Last, First, MI)	Employee ID Number (8-Digit State Employee ID)
Department	Work Email Address
Work Location Building Name	Complete Home Address (street, city, state, zip code)
Work Telephone Number ()	Home/Cell Telephone Number ()

This is a legally binding contract. Read it carefully and have all of your questions answered before you sign.

I have read and agree to abide by the Terms and Conditions:

Contract Holder Signature	Date
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(Shaded areas for FMD use only)

Location	Key/Tag/Badge
Account #	AIMS entry

****NOTICE OF COLLECTION OF NON-PUBLIC DATA****

Participation in the Department of Administration, Facilities Management Division (FMD) Parking and Transit Programs is strictly voluntary. You are being asked to supply data concerning yourself that is non-public under the Minnesota Government Data Practices Act M.S. 13.04 and 13.37. This non-public data includes home address, home telephone number, and parking location.

This data is being collected for administration of FMD's parking and transit programs to electronically process the application and communicate information and updates to participants.

The non-public data is accessible only to you, the Department of Administration, and MN Department of Public Safety.

Failure to provide this information may cause your application to be rejected, since it cannot be processed.

Your participation in FMD's parking and transit programs is governed by the following Terms and Conditions:

1. **Effective Period.** The contract period shall remain in effect from April 1 through March 31 unless it is:
 - canceled by contract holder, or
 - suspended or canceled by FMD.
2. **Cancellation by Contract Holder.** Contract Holder may cancel this contract at any time by returning the key to FMD or requesting FMD cancel access on their Access Badge. Contract Holder agrees to immediately cancel the contract when there is a change in status that makes the contract holder ineligible for FMD's parking and transit programs.
3. **Cancellation by FMD.** This contract may be suspended or canceled by FMD "for cause". "For cause" may include, but is not limited to: serious or repeated disregard of the rules or restrictions herein, the misuse or abuse of the lockers or cages, or the use of a key that was reported as lost or stolen. In addition to the cancellation of their bike storage contract, Contract Holder may be charged with criminal theft of state funds and fraud by State Patrol, lose participation in FMD parking and transit programs, be removed from parking waiting lists, have their Human Resources Department notified of the infraction, and other actions taken as deemed appropriate by FMD.

FMD reserves the right to cancel or reassign contract holders to other bike storage in another location when necessary to meet parking demands, legislative directives, changes in policy, or to respond to construction/repair projects or other events. These reassignments may be temporary or permanent. FMD will do its best to provide at least 30 days' notice of displacement.

4. **Utilization.** This agreement entitles the contract holder to use bike storage in a specified location. Only one bicycle per contract is permitted in cage at any time.

Subletting of bike storage unit is prohibited.

5. **Lost or Stolen Key.** Contract Holder agrees to immediately report to FMD a lost or stolen key. Contract Holder will be assessed a charge for a lost or stolen key.
6. **Liability.** The State of Minnesota assumes no responsibility for the contract holder's personal safety or property.
7. **End of Contract Period.** At the end of the contract period, key must be returned or a new contract must be executed. Upon expiration or termination of this contract the State may dispose of any property remaining in the bike storage unit.