

Lakeshore Bicycle Room – Application Procedure

Humber College Lakeshore Campus has a secured bicycle storage room with a capacity of 45 bikes. The Lakeshore residence students have priority access and may sign up for a reserved spot by September 15th every Fall. After which any remaining spaces are opened up to the rest of the Humber community (students, staff and faculty).

As a Humber community member, you can apply for a spot which will be given out on a first come, first served basis. If there are spots available, you will pay a \$15 fee which goes towards keeping the room clean and maintained. Your reserved spot is valid from September 15th until Residence move out day (April each year, speak to the Residence Desk for the exact date). If you wish to have a spot during the summer (April – end of August) you must re-apply (see directions below).

Instructions for Fall/Winter application:

1. Fill out the application form online here: <http://www.humber.ca/sustainability/transportation>
2. Send the filled out application to Lakeshore Residence deanna.merkley@humber.ca
3. Lakeshore Residence will confirm if there is space available, and if there is they will approved your application. Once you receive confirmation that there is space available, you will go to Lakeshore Residence desk between 8am-4pm with your completed forms and they will:
 - a. Give you a key to the secured bicycle room
 - b. Give you the numbered location in the storage room where you will put your bike every time you use it
 - c. Give you a bike tag which must be affixed to your bike at all times.
 - d. Pay the \$15
 - e. *Note: if there are no spots currently available, you will be notified and placed on a waiting list.*
4. You're done!

Instructions for Summer application:

1. If it is your first time applying to the secure bicycle room then follow the Fall application instructions above. Apply any time after September 15th.
2. If you are re-applying for summer and you already had a spot during the Fall/Winter, then you just need to email deanna.merkley@humber.ca with your interest to keep your space.
3. Lakeshore Residence will confirm there is space, and you will need to:
 - a. Get a new bike tag and pay \$15 and confirm your numbered location with Lakeshore Residence desk.

Permit valid dates:

You will have access to the bike room until the expiry date provided to you.

- a. Fall/Winter: expires end of April*
- b. Summer: expires end of August*

*Contact deanna.merkley@humber.ca for exact date each year.