



EMERSON COLLEGE

Property Management

Bike Parking **2009-10**

19 Boylston Place



180 Tremont



http://www.emerson.edu/property_management/Bicycle-Parking.cfm

NEW – 2009-10 REGISTRATION GUIDELINES AND PROCEDURES

Boylston Place Bike Room - 19 Boylston Place

Effective 2009 the Boylston Place Bike Room has been designated to primarily serve the daily and frequent bike riding members of the Emerson College community. It provides a limited 50 bike rack parking spots located in an inside, secure space at #19 Boylston Place.

During the scheduled registration period (*See Registration Information Below*) Emerson students, faculty and staff who commute by bike may register to use the Bike Room. Registration is on a first-come, space available basis. As a general rule, daily parking users may not use the facility for overnight storage.

Residence Hall residents are permitted to keep their bike in their residence room. If there are available bike parking spots after the registration period, consideration may be given to students with extenuating circumstances who may be seeking bike storage outside of their residence room.

The use of registered parking spots will be monitored. If a parking spot is not being used the registration may be revoked in order to make the space available to an interested rider who has been wait-listed.

All bikes parked in the facility must be registered and display an Emerson College Bike Registration number decal. Registered users are assigned specific rack spaces and are given individual card reader access privileges to enter and use the facility. Unregistered bikes may be impounded. Registrations for the Boylston Place Bike Room expire at the end of the academic year.

Users are responsible for providing their own locks and ensuring that their bike is locked to the rack at their assigned space.

Ansin Building Bike Parking - 180 Tremont Street

The Ansin Building bike parking at 180 Tremont Street (1st floor, rear) is a 12 bike capacity bike rack parking facility.

This facility provides daily, unassigned bike rack parking on a space available basis. Bikes parked in the facility must be registered, display an Emerson College Bike Registration number decal, and must occupy one of the numbered rack spaces. Unregistered bikes and/or bikes not locked in a numbered rack space may be impounded. Overnight parking or storage is prohibited and bikes left overnight may be impounded.

Users are responsible for providing their own locks and ensuring that their bike is locked to the rack in a numbered space.

Registration

<u>First Day of Classes:</u>	Initial 2-week Registration period begins for commuter bike riders – for either the Boylston Place Bike Room or the Ansin Building bike parking.
<u>Friday - End of the 2nd Week of Classes:</u>	End of initial two-week registration period. Registrations may continue for remaining available parking spots in the Boylston Place Bike Room, or for Ansin Building parking, or for Residence Hall residents seeking bike storage.
<u>Annual Registration Fee:</u>	\$5.00 for Boylston Place (Yearly), One-time payment of \$5.00 for Ansin Building Parking.
<u>Registration Location:</u>	Emerson College Property Management 120 Boylston St., 4 th floor, # 408
<u>Schedule:</u>	
<u>For initial 2-week registration:</u>	<u>Monday – Thursday, 10am-12pm; 3pm-5:30pm</u>
<u>Thereafter:</u>	<u>Email for appointment: Michelle_Ziomek@emerson.edu</u>

Registrations and registration numbers are valid only for the period(s) for which they are issued. Registrations, registration numbers and decals may be renewed for a new registration period. Registrations, registration numbers and decals become void when the registrant leaves the College.

END OF FALL SEMESTER GUIDELINES AND PROCEDURES

Boylston Place Bike Room - 19 Boylston Place

Students, faculty or staff that are not returning to campus forfeit their parking spot. This includes:

- Students graduating or leaving the College
- Students relocating to the Castle or Los Angeles for study
- Faculty or staff who are leaving the College

Those who forfeit their parking spot must remove their bicycle from the space by the last day of the academic semester.

Ansin Building Bike Parking - 180 Tremont Street

The Ansin Building bike parking is closed during the time the College is closed. The space re-opens on the first day classes are in session.

SPRING SEMESTER GUIDELINES AND PROCEDURES

Boylston Place Bike Room - 19 Boylston Place

A two-week registration period for available parking spots will be offered during the first two weeks of spring semester classes for students returning from study at the Castle or in Los Angeles. Thereafter, if there are parking spots remaining, students who may be on the waitlist will be contacted and given a three day period to come to Property Management to register their bike. After that the next person on the waitlist will be contacted.

First time registrations and students who did not register in the fall for a parking spot are required to pay the \$5.00 fee.

Ansin Building Bike Parking - 180 Tremont Street

Students can continue to register for parking throughout the semester.

END OF THE YEAR CLOSING

Boylston Place Bike Room - 19 Boylston Place

All non-summer registered bikes must be removed by noon of the last residence hall closing. Card access will be terminated for those not registered for summer parking.

SUMMER PARKING

Boylston Place Bike Room - 19 Boylston Place

The Boylston Place Bike Room at #19 Boylston Place is available to all faculty, staff, residence hall students, students registered for class during the summer sessions, and student employees living on-campus.
(For students registered for class, proof of course registration must be provided to register for parking space.)

Registered users during the preceding academic school year may renew their bike registration for summer per space availability. You will need to meet with Property Management to confirm tag on bike and re-register for summer parking. New requests for bike parking are required to register with Property Management. A \$3.00 registration fee will be assessed for summer parking.

Summer bike parking occupants are not guaranteed a spot for the fall semester. All bikes must be removed from the space at the end of the third week of August.

Ansin Building Bike Parking - 180 Tremont Street

The Ansin Building bike parking at 180 Tremont Street (1st floor, rear) is a 12 bike capacity bike rack parking facility is open and available year round when the college is open.

This facility provides daily, unassigned bike rack parking on a space available basis. Bikes parked in the facility must be registered, display an Emerson College Bike Registration decal, and must occupy one of the numbered rack spaces. Unregistered bikes and/or bikes not locked in a numbered rack space may be impounded.

Overnight parking or storage is prohibited and bikes left overnight may be impounded. Users are responsible for providing their own locks and ensuring that their bike is locked to the rack in a numbered space.

Registration

From the end of exams
and residence hall closing
through commencement:

Registration opens for summer users on a first come, space available basis. This includes current users.

Friday of the
third week in August:

All summer registered bikes in Boylston Place must be removed for summer cleaning and repair.

To Register:

Contact Emerson College Property Management
120 Boylston Street, 4th floor, Office 408



EMERSON COLLEGE

PROPERTY MANAGEMENT

Office: 120 Boylston St., Rm. 407-409
Phone: 824-8646 Fax: 824-3119

Bicycle Registration 2009

<i>Office Use Only (Initial Registration)</i> Semester: _____ Registration # _____ Location: <i>Boylston Pl. Bike Rm.</i> _____ Space # _____ <i>Ansins Building, Fl.1</i> _____ (Unassigned)	<i>Office Use Only (Changes and Summer)</i> Location: <i>Boylston Pl. Bike Rm.</i> _____ Space # _____ <i>Ansins Building, Fl.1</i> _____ (Unassigned) Date: _____
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Registration Fee \$5.00 (Annual) _____ \$3.00 (Summer) _____

Status (check one)

_____ Student – On Campus Resident _____ Student – Off Campus Resident
 _____ Faculty _____ Staff

Name _____ I.D. # _____ Graduation Date _____

Local Address _____
Street Rm./ Apt. # City State Zip

Phone (Home) _____ (Cell) _____ (Work) _____

Emerson E-mail _____ Alt. E-mail _____

How Do You Expect to Use Your Bike? _____

What is Your Expected Frequency of Use? _____

VEHICLE INFORMATION BICYCLE MUST BE OWNED BY APPLICANT

Make _____ Model _____ Color _____

Serial # _____ Type _____

BICYCLE FACILITY POLICIES

- All bikes parked in the Boylston Place Bike Room must be registered, display a current Emerson College Bike Registration decal, and be parked in their assigned space. Unregistered bikes may be impounded. Card-reader access privilege to the Boylston Place Bike Room is for the registered bike owner only. Abuse of the access privilege will result in the use of the facility being revoked.
- Ansins Building bicycle parking is unassigned and available on a daily, space available basis. Bikes parked in the facility must be registered, display a current Emerson College Bike Registration decal, and must occupy one of the numbered rack spaces. Unregistered bikes and/or bikes not locked in a numbered rack space may be impounded. Overnight parking or storage is prohibited. Bikes left overnight may be impounded.
- Bicycle owners must provide their own locks and use them. Owners failing to secure their bike may have the parking privilege revoked.
- Emerson College is not responsible for any loss or damage of personal property in the bike parking facility. Registered users are responsible for adhering to bike parking policies and procedures as posted on the web at: http://www.emerson.edu/property_management/Bicycle-Parking.cfm or available from Property Management.