

## Program Information and Rules of the Road for Bike Riding Information

### Program Information

**Check Out:** Bikes can be rented from the Courtright Memorial Library with your Cardinal Card after completing a waiver form and paying an initial, non-refundable fee of \$5.00 per semester. **The rental length is a maximum of 7 days.** The hours of operation are the same as the Library. When checking out a bike, you will be given a key and a number of the rack where the rental bike is locked. From there you unlock the bike and use it up to 7 days. You may renew the rental by phone (depending on availability of rental bikes) by calling 823-1215 or by stopping in to the library.

**Check In:** You must return the bike to the specified rack at the Library and **lock it up properly by running the lock through the bike frame and tire as well as the rack.** You will return the key to the Library. The hours of return are the same as those for the Library. You agree to assume responsibility for loss or damage resulting from your failure to properly lock the bike.

**Damages:** When you check out a bike, you must immediately report any damages that you notice to the Library desk to avoid being charged for them. When you check the bike back in, you must inform the Library personnel of any additional damages or problems with the bike. You are responsible and agree to pay for any damages that are determined by the Otterbike Coordinator not to be normal wear and tear.

**Failure to Return Bike:** **If you should fail to return the bike within the 7-day time frame, a hold may be placed on your account and you will be charged a fine of \$5.00 per day.** Other disciplinary action may be taken as appropriate.

**Eligibility:** Any current Otterbein student, faculty or staff member with a valid Cardinal Card is eligible to use this program.

**Bike Use:** While using a rented bike, I agree to abide by all applicable laws and any applicable university policies or regulations. I understand that my failure to abide by such laws, regulations, or policies or any term on this form may result in my being prevented from participating in the bike rental program.

**Responsibility for Bike:** I agree that I will be the sole user of the rented bike and understand that I will be solely responsible for the use of a rented bike by any third party with or without my authorization.

**Risks:** There are several risks associated with riding bicycles, including but not limited to the following:

1. Crashing, which may cause scrapes, broken bones, or other serious or potentially life-threatening injuries
2. Running into pedestrians or objects
3. Being struck by a car
4. Other unnamed risks

By signing the Release, Waiver, and Assumption of Risk Agreement form you agree to the following:

1. I willingly agree to participate in this program and will be solely responsible for that decision.
2. I voluntarily choose to participate in spite of the named and other unnamed risks above that are inherent to these activities.
3. I understand that Otterbein University does not carry medical insurance for the protection of the participants involved in the program and therefore I am responsible for my own medical insurance.
4. I agree to not utilize this program while under the influence of drugs or alcohol, or to otherwise operate a rented bike in violation of applicable laws or University policies or regulations.
5. I understand that, while strongly encouraged, it is my own choice to wear or not wear a helmet and I understand that doing so may reduce my risk of injury.

**Waiver and Release:** In consideration of being granted the opportunity to participate in this program, I, for myself, my heirs, executors, administrators and assigns, do hereby release and forever discharge Otterbein University, and its Board of Trustees, its respective entities, administrators, employees, agents, and students from any and all liability for

injury, loss or damage of any kind, including those based on negligence, in any manner arising out of my participation in this activity. I understand that this means, among other things, that I am giving up my right to seek legal action against Otterbein University for any such injury, loss, or damage.

**Safety Equipment:** Helmets are strongly encouraged.

### Rules of the Road for Bike Riding

- Stop at all stop signs and obey traffic lights just as cars do. Yield to pedestrians, stop at red lights, and be especially careful at intersections.
- Always ride in the same direction as cars do. Never ride against traffic.
- Try to use bike lanes or designated bike routes whenever you can — not the sidewalk!
- Never ride at dusk or in the dark without lights.
- Always stop and check for traffic in both directions when leaving a driveway, an alley, or a curb.
- Watch traffic closely for turning cars or cars leaving driveways.
- Don't ride too close to parked cars — doors can open suddenly.
- When riding in a group, always ride single file on the street.
- When passing other bikers or people on the street, always pass to their left and call out "On your left!" so they'll watch for you.
- Never wear headphones while biking — it's essential to hear everyone else on the road at all times.
- Never change directions or lanes without first looking behind you, and always use the correct hand signals. Use your left arm for all hand signals:

- **Left turn:** After checking behind you, hold your arm straight out to the left and ride forward slowly.
- **Stop:** After checking behind you, bend your elbow, pointing your arm downward in an upside down "L" shape and come to a stop.
- **Right turn:** After checking behind you, bend your elbow, holding your arm up in an "L" shape, and ride forward slowly. Or, hold your right arm straight out from your side.

