



2018-2019 Bicycle Rack Usage / Garage Access Agreement

Bicycle racks are available for use by EGC staff in the garage at Emily Griffith Campus, located at 1860 Lincoln St. Bike racks are available on Level B1, and are for use during published building hours only. By requesting to have access to the EGC garage added to your DPS Access Card, you acknowledge:

1. This card does not come with any automobile, scooter or motorcycle parking privileges in the EGC garage. Any vehicles parked in the garage that are not authorized are subject to immediate towing at owners expense.
2. Bike rack usage is on a first come, first served basis, and if there are no spots available, you must leave the garage and find other arrangements. There is not to be any bike parking in the garage without using a bike rack and bicycles are not permitted inside the building.
3. Please park bikes properly, only using one spot, and be considerate of others.
4. Bicycle locks are encouraged but should never be left overnight on the racks
5. You are not to let anyone else piggy back into the garage off your card.

If your card is lost or misplaced, notification must immediately be made to dispatch at X33911, for de-activation and reissuance of card.

DPS Access Card Number _____

This is **NOT** your employee ID Number.

Your DPS Access Card Number is the first 11 digits on the side of the blank white card you use to swipe for entry.

Employee Name Printed: _____

Employee Signature: _____ Date _____

Department/Title: _____

EGC Workstation/Office Assignment: _____ Ext: _____

Cell Phone: _____

Bike Description (Brand/Model/Color/Etc): _____

Once completed, please scan/email this form to securitybadging@dpsk12.org

Please allow 2-3 days for access to be granted.