



Columbia Square
BIKE ROOM ACCESS FORM

Date: _____

Name: _____

Company: _____

Contact Number: _____

Email Address: _____

Kastle Card/Fob No: _____

The proper procedure for bicyclist to enter/exit the bike room on P1 is through the garage entrance on 12th Street. When entering the building on the weekends or after hours, bicyclists must use their Kastle fob/card to access the garage.

Bike Info

Model	Color

Bicycle Registration

All bicycles wishing to park inside the bike room on P1 garage level must be registered. Once the completed registration form has been returned to the parking garage office located on the P1 garage level, the bike owner will be given access to the bike room through their Kastle fob/card.

Racks and lockers are provided at no charge for daily use only. Storage is prohibited. Bikes or personal items left for longer than a day in the racks or lockers are subject to removal. **E-scooters & e-bicycles are prohibited to be parked inside the building, including the garage bike room. A rack is available on 12th Street to lock up e-scooters and e-bicycles on the exterior of the building.**

The Building Owner, Property Management, and Garage Management are not responsible for any losses due to theft, collision, or any other damage done to bicycles in the Building parking garage and bike room.

Questions concerning bicycle registration should be directed to Hines Property Management at 202-383-8888.

Signature, Bike Owner: _____ **Date:** _____

Signature, Hines: _____ **Date:** _____