

## **Bicycle Policy**

*Last Updated: 9-9-24*

### **Bicycle Registration**

- Bike registrations are strongly encouraged for all three campuses: Portland, Gorham & Lewiston.
- Bike registration is a mandatory requirement for parking in indoor bike rooms, such as those in Portland Commons and the Parking Garage on the Portland campus.
- Registration is done through an online form managed by the Parking Office & Office of Sustainability. Two forms exist: the stand-alone bike registration form and the buyout in-take form (for those who are taking a motor vehicle buy-out instead of obtaining a motor vehicle pass).
- Upon confirmation of registration, bike owners will need to pick up stickers/decals to go on their bikes from the Parking Office.
- Bike registrations may be integrated into the motor vehicle parking registration system upon processing.

### **Indoor Bicycle Parking**

- Since indoor bicycle parking is secured behind key card access, these facilities are designated for students, staff and faculty of the University of Southern Maine, and for students from other schools living on campus through an academic year-length arrangement, such as Maine Law or Southern Maine Community College students who are living in Portland Commons, or Unity Environmental University Students living on the Gorham campus. Visitors and the general public are not permitted in these rooms.
- Key card access to the bike room can only be obtained through successfully completing a bicycle registration, receiving confirmation from Parking services or Office of Sustainability that the registration is valid, and being granted card access through the card system.
- Bicycles parked in indoor bike rooms must display a current, valid University-issued bike registration decal.
- There is no charge for parking in the bike rooms, if done so in compliance with this policy
- Allocation of spaces within bike rooms varies by location:
  - Bike room in Portland Commons:
    - 1st lot of available spots is given to residential non-student staff in Portland Commons.

- 2nd lot of spots is given, via drawing, to students who take the motor vehicle buyout.
    - 3<sup>rd</sup> lot of spots is given to anyone else who lives in the building, on a first-come/first-served basis.
    - Only one bike may be registered per person for this room.
  - Bike room in the Parking Garage:
    - 1st lot of available spots is given to students who take the motor vehicle buyout.
    - 2nd lot of spots is given on a first-come/first-serve basis to all students, staff & faculty from the University of Southern Maine who request access through the bicycle registration form, as well as to all non-University of Southern Maine students who are living on campus through an academic-year arrangement as described above.
    - If space constraints occur, the University will satisfy University of Southern Maine students, staff and faculty requests before allocating spaces to non- University of Southern Maine students.
    - The amount of bikes allowed to be registered for this room may be updated periodically. Please check with Parking Services & the Office of Sustainability for the current limit.
- Authorized users of the Portland Common’s bike room must park bikes in designated, assigned spaces.
- E-bikes, pedal-assist bikes or any bike with battery-assisted power are not allowed in the Portland Common’s bike room, nor are they allowed in any conditioned building on campus. If found in a conditioned building, they will be subject to prompt removal by University staff.
- Authorized users of the Parking Garage bike room will not receive assigned spaces. Spaces are first-come, first-served. The exception is that ground-mounted spaces such as “hitching-posts” and “U-racks” should only be used by ADA-accommodated bicycles, E-bikes, bikes with “fat” tires, and/or by people who have a disability preventing them from lifting their bicycle.
- Unauthorized bikes in a bike room may be ticketed at \$5 per day, or may be subject to immediate removal if posing a safety hazard. Parking enforcement will periodically check these rooms.

### **Outdoor Bicycle Parking**

- Outdoor bicycle parking on bicycle racks shall be open and free to students, staff, faculty and visitors to campus.
- Outdoor racks are designed for temporary parking of bikes in active use, not for long-term storage.

### **Improper Bike Parking on Non-Bike Structures**

- Use of sign posts, hand rails, furniture and other non bike racks for bike parking is prohibited. Bicycles affixed to or leaning on these structures are subject to impoundment. Impoundment may be expedited if the bicycle is parked in a manner blocking ADA access, exits, fire lanes, or otherwise jeopardizing public safety.

### **Abandoned Bicycles**

- Abandoned bicycles reduce the number of spaces available for others and can cause safety, accessibility, and aesthetic problems. Therefore, they are subject to removal.
- For outdoor racks, a bicycle shall be considered abandoned if it meets one of the following conditions:
  - when a bicycle is found under circumstances which indicate it has been abandoned (i.e., it appears to be inoperable and/or has not been moved for an extended period of time)
  - when a bicycle is suspected of being stolen
  - during announced abandoned bike sweeps targeted to remove abandoned bikes from community racks. Bike sweeps will be coordinated with Facilities Management.
- For indoor racks, a bicycle shall be considered abandoned if it meets one of the following conditions:
  - if the registration number on the bicycle is associated with an owner who is no longer enrolled at the University
  - If the registration number on the bicycle is associated with an owner who does not hold a current, valid bicycle registration
  - If the registration number does not match the description of the bicycle on file
  - If there is no registration number on the bicycle
  - when a bicycle is found under circumstances which indicate it has been abandoned (i.e., it appears to be inoperable and/or has not been moved for an extended period of time)
  - when a bicycle is suspected of being stolen
  - during announced abandoned bike sweeps targeted to remove abandoned bikes from community racks. Bike sweeps will be coordinated with Facilities Management.
- For bikes deemed “abandoned” per the definitions above, the following steps will be followed when practicable:
  - Parking Services, the Office of Sustainability or the Department of Public Safety shall make a good faith effort to contact the registered owner so that they may reclaim their bicycle in a reasonable timeframe, defined by the University.
  - If the owner did not remove their bicycle in a reasonable timeframe and/or could not be contacted, then Parking Services, the Office of Sustainability, or the Department of Public Safety is authorized to attach a notice of impoundment
  - If the bicycle remains in the same position for more than 10 days after notice of impoundment is attached to the bicycle, then Parking Services, the Office of Sustainability, the Department of Public Safety or Facilities Management are

authorized to remove, and impound bicycles and bicycle parts (such as wheels) from University property.

- If a bicycle is impounded, the owner will have 90 days to claim it from the Department of Property Management (within Facilities Management) and pay any relevant citation, storage and impoundment fees.
  - Claimants must provide proof of ownership or a reasonably accurate description of the bicycle and the location of abandonment in order to retrieve it from the custody of the University. The Department of Public Safety has sole authority to determine the sufficiency of such evidence, and the determination shall not be subject to protest, appeal, or review.
  - Bicycles that have not been returned to the owner after 90 days will then be processed by the University's Surplus Program to be resold, donated, recycled or treated as solid waste
- Abandoned bicycles are subject to impoundment, even if they are parked in a legitimate space.
  - The University of Southern Maine is not responsible for loss or damage to locks or security devices removed for the purposes of bicycle impoundment or removed when a rack needs to be moved to another location or disposed of.