

Regulations for Bike Storage Areas

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Sender Name]

Dear [Recipient Name],

We are pleased to provide you with the following regulations regarding the use of bike storage areas within our premises to ensure safety and organization:

1. Authorized Use

Only registered bicycles are permitted in designated bike storage areas. All bicycles must display a valid registration sticker.

2. Parking Guidelines

Bicycles must be parked in designated racks only. Improperly parked bicycles may be subject to removal.

3. Security Measures

We advise all users to secure their bicycles with a lock. The management is not responsible for loss or theft of bicycles.

4. Maintenance of Storage Areas

Users must keep the storage areas clean and free from litter. Please report any maintenance issues promptly.

5. Compliance

Failure to adhere to these regulations may result in restrictions on access to bike storage areas.

We appreciate your cooperation in maintaining a safe and organized environment for all users.

Thank you,

[Your Name]
[Your Position]
[Your Organization]