

# Bike Storage Room User Responsibilities

Dear [User's Name],

Welcome to the Bike Storage Room. We are pleased to provide you with a secure space for your bicycle. Please review the following responsibilities to ensure a safe and organized environment for all users:

- Always lock your bike using a high-quality lock.
- Keep the storage area clean and free from personal items.
- Report any suspicious activity or security concerns to [Contact Person/Number].
- Respect the designated bike spaces; do not block pathways.
- Do not store bikes in the storage room for more than [Specify Time Period] without prior approval.
- Ensure your bike is in good repair to prevent any damage to storage facilities.
- Follow all posted rules and guidelines within the bike storage area.

We appreciate your cooperation and hope you enjoy using the bike storage facilities.

Best regards,  
[Your Organization Name]  
[Contact Information]