Students who make a successful request will be given a key to access the bike/equipment storage room for the academic year (September - April). The cost for access is $20 ($10/term) and this cost will be posted directly to the student’s account. The access key will be due when you check out of your residence room or when this agreement is terminated, whichever comes first. A lost access key will result in a charge of $155.00 to the student account.

1. Your Information:
   Name: _______________________________  Student Number: _______________________________
   Building/Room #: _______________________________  Email Address: _______________________________
   Telephone #: _______________________________  Terms Requested: ☐ One Term  ☐ Two Terms

2. Access Information:
   Access for: ☐ BIKE STORAGE  ☐ EQUIPMENT STORAGE  Key Serial Number: _______________________________

   BIKE INFORMATION
   Make: _______________________________  Type of equipment: _______________________________
   Colour: _______________________________  # of pieces: _______________________________

   EQUIPMENT INFORMATION

DECLARATION: I understand that all items left in the bike/equipment storage room are left at my own risk. I understand that SFU Residence and Housing and the University as a whole does not take responsibility for lost, stolen or damaged property. I also understand that if my items are not removed when the access key is due that my items may be discarded and that I will NOT be compensated for the loss of my items.

   Student Signature: _______________________________  Date: _______________________________

OFFICE USE ONLY:
Date Stamp - Form Received  Key Issued? ☐ YES  ☐ NO  OTHER:
Key Issued By: _______________________________  [Staff Name, printed]
Key Received By Student: _______________________________  [Student Initial]
Date Issued: _______________________________