

Exhibit A

The purpose of the program is: to provide accessible, convenient transportation around the Wittenberg campus as well as the City of Springfield and Clark County. The program will act as an alternative means to vehicular transportation, as well as provide an excellent source of exercise and fitness. The following policies will apply

- 1) The program will be eligible free of charge for all Wittenberg University students, faculty, and staff only.
- 2) The bike share program will be housed and staffed by the office of student development.
- 3) Bicycles may be reserved online at the Office of Student Development website. After reservation, users may check out the bicycles by presenting university identification. While staff prefers the online method, they will accommodate walk up users if inventory is available.
- 4) During check out, users must complete necessary forms prior to use. These forms include a waiver of liability and assumption of risk statement (exhibit B), acknowledgement of bike share policies (Exhibit C), and understanding of fee assessment in the event of damaged, lost, or stolen bicycles (Exhibit D). All documentation must be completed prior to program use. All documentation will be dated for the 2012-2013 academic year and will only need to be filled out once per academic year. Documentation will be filed by Student Development staff via hard copy in their office.
- 5) Bicycle maintenance will be done on an as needed basis by members of the Wittenberg Cycling Club. Major repairs will be taken to a bicycle repair shop. All costs associated with this will be paid by Wittenberg.
- 6) Users must be at least 18 years of age.
- 7) The office of Student Development will be open Monday-Friday 8 am to 5 pm. The Office of Student Development office hours are the only time that users may check out a bicycle. However users may make arrangements to check out bicycles for weekend or evening use for return on the morning of the next business day. Reservations may be renewed (if there is no wait list) via online reservation or via the Student Development Office.
- 8) Bicycle share operation may be closed for extreme weather events (ice, snow, tornado warnings) to protect users from injury and Wittenberg from excessive bicycle maintenance costs.
- 9) Unreturned bicycles and equipment (locks) will have the replacement costs assessed to the user's university account after 3 business days have elapsed past the reservation end time. These fees may be forgiven once the bicycle and/or other equipment is returned.

10) Bicycles must be securely locked when not in use. Wittenberg will provide a lock for every bicycle in the bike share fleet.

11) Riding while intoxicated or impaired is strictly prohibited.

12) Rental equipment is only to be used by the renter listed on all check out documentation.

*Wittenberg University and Clark County reserve the right to update these policies at any time as the program develops to best meet the need of the bike share program.