

# RUTGERS

## Commuter Transit and Parking Services

### **Lost/Damaged Bikes:**

Bicycles that are lost, stolen, or damaged must be reported by completing a Loss/Damage Report. Any bicycle that has been stolen or damaged by others must also be reported to the local law enforcement in the municipality where the incident occurred, and a copy of that police report must be attached to the Loss/Damage Report and filed with the Rutgers-Newark Campus Police promptly. Lost bicycles, and stolen or damaged bicycles not accompanied by an official police report are the responsibility of the borrower and will be charged to him/her accordingly.

### **Damaged Locker/Lost or Damaged Key:**

In the event a locker has been damaged under any circumstance, the issue should be reported to the Commuter Transit and Parking Services immediately. In situations where a bike locker has been subjected to vandalism involving graffiti, theft or an attempted theft, a police report should be filed with a Rutgers-Newark Campus Safety official located in 200 University Avenue. Please be aware that Rutgers University assumes no liability for any damage or loss of renter's property.

Lost or damaged keys are to be reported to the Commuter Transit and Parking Services. A replacement key will be issued at an additional cost of \$15.00. Bike locker keys are not to be shared, loaned, or assigned by the renter of the bike locker to any other person(s). Contracted renter will remain responsible for any lost key(s) arising out of incidences involving such activity.