

London School of Economics – Robeson House

Student Bike Hire Agreement

Introduction

The London School of Economics is delighted to launch the **Robeson House Student Bike Hire Scheme**, an exciting initiative designed to encourage sustainable transport, promote healthy lifestyles, and make getting around London easier and more enjoyable for students living at Robeson House.

Through the Scheme, students can hire bicycles for the duration of a single academic term, giving them the freedom to explore, commute, and stay active throughout the city. 30 bicycles are available, each provided with a **D-lock and key** to ensure security, which must be returned at the end of the hire period. By joining the Scheme, students gain convenient access to a bicycle while agreeing to the terms and conditions outlined in this Agreement.

Eligibility & Identification

- 1.1 Participation in the Scheme is limited to **current LSE students** residing at Robeson House.
- 1.2 A valid **LSE Student ID** must be presented upon signing this Agreement and collecting the bicycle.

Hire Periods & Fees

- 2.1 Bicycles may be hired on a monthly basis, dependant on demand. You will have use of the bike for a minimum of one month, and you can apply for additional monthly slots throughout the year, depending on availability.
- 2.2 A one off fee of £50 will apply.
- 2.3. Students who have completed the registration process for this scheme will be eligible to hire a maximum of one bike per hire period.
- 2.4 You are requested to return your bicycle and lock by 5pm on the last day of the hire period. If you fail to do so, a £10 late return fee will be applied.

3. Booking & Sign-Up

3.1 All bookings must be completed via the **designated online sign-up platform/form** provided by LSE.

3.2 Students must provide accurate details, including full name, LSE ID number, and contact information.

3.3 Bicycles will be available in **three sizes: Small (S), Medium (M), and Large (L)**. **Preference for a specific size must be communicated at the time of application**, and availability of each size is **not guaranteed**, being subject to supply at the time of hire.

4. Payment & Liability

4.1 Hire payment must be made in full in accordance with the Scheme's fee schedule prior to bicycle collection.

4.2 The hirer is financially responsible for **any loss, theft, or damage** to the bicycle, D-lock, or key during the hire period.

4.3 Costs for repair or replacement will be charged if the bicycle, lock, or key is not returned in the same condition as provided (excluding reasonable wear and tear).

4.4 LSE is **not responsible** for any injury, accident, or damage to the hirer or any third party arising from the use of the bicycle.

4.5 Payments made are non-refundable, even in cases where the bicycle is returned before the end of the agreed hire period.

5. Loss, Theft & Security

5.1 The hirer assumes full responsibility for the bicycle once collected.

5.2 Bicycles must be **securely locked** using the provided D-lock whenever unattended.

5.3 Any theft, loss, or damage to the bicycle, D-lock, or key must be reported immediately to Robeson House Reception.

5.4 Once hired, and when not in use, bicycles should be stored in the bike store at Robeson House, rather than outside of the property, for security purposes.

6. Bicycle Condition, Maintenance & Inspection

6.1 Bicycles will be inspected by LSE prior to each hire.

6.2 Bicycles, D-locks, and keys must be returned **clean, complete, and in roadworthy condition** at the end of the hire period.

6.3 **Routine maintenance and upkeep** of the bicycle during the hire period is the sole

responsibility of the hirer.

6.4 Any damage, malfunction, or safety issue must be reported immediately to Robeson House Reception, and the bicycle **must not be used until repaired or deemed safe**.

6.5 Bicycles will be subject to **periodic inspections during the hire term**, and the hirer is required to **park the bicycle at Robeson House for a limited time** to allow these checks to be completed.

7. Safety Requirements

7.1 Riders are strongly advised to wear a **helmet** at all times.

7.2.

By registering for this scheme, participants will be deemed to have confirmed that they possess the necessary skills and competence to operate a bicycle safely

8. Permitted Use

8.1 Bicycles must **not** be used under the influence of alcohol or drugs.

8.2 Bicycles must **not** be used for racing, stunt riding, or commercial purposes.

9. Safe Bike Storage

9.1 Hirers are responsible for storing bicycles in a **safe and secure location** when not in use.

9.2 Bicycles should be locked with the provided D-lock at all times and should not be left in isolated or high-risk areas.

9.3 Indoor or designated bike racks are preferred to prevent theft or damage.

9.4 Bicycles must never be left in locations that may obstruct pathways or violate Robeson House policies.

10. Late Returns

10.1 Bicycles, D-locks, and keys must be returned on or before the agreed return date.

10.2 Late returns may result in penalties or restrictions on future participation in the Scheme.

11. Insurance

11.1 LSE does **not** provide personal accident, theft, or third-party insurance.

11.2 Hirers are responsible for arranging their own insurance coverage if required.

12. Data Protection

12.1 Personal data collected for the Scheme will be used solely for administration purposes.

12.2 Data will be stored securely in accordance with **LSE's Data Protection Policy**.

13. Termination of Hire

13.1 LSE reserves the right to **terminate the hire immediately** in the event of breach of this Agreement or suspected misuse of the bicycle, D-lock, or key.

14. Agreement

14.1 By signing this Agreement and/or submitting a booking, the hirer confirms that they have read, understood, and agreed to these terms and conditions.