

IF YOU ARE USING THE BICYCLES

- All bicycles are stored, and should be kept in the first floor garage. The door next to the elevator leads to the garage.
- Each bicycle has its own key. Match the key number to the bicycle number.
- To take out the bicycles, use the shutter control next to the middle shutter (instructions are posted next to the switch)
- The last person must **close** the shutter **from the inside using the switch**. You may then exit through the main entrance. Please make sure to lock the main entrance behind you.
- **Be cautious of where you park the bicycles**. When parking, make sure you **put the locks on** them. Take bicycle keys with you at all times when they are parked.
- When you come back, you will have to go in through the main entrance, go into the garage, and **open the shutter from the inside** using the switch again. Make sure you put the locks on for each bicycle.
- **Return all bicycle keys to Rikiya on the second floor upon check-out**. Put them in the envelope provided. If there is no one there, put the envelope in the mailbox by the main entrance. Thank you!