

Breaking Cycles CIC: Clitheroe Bike Library User agreement

Our Values & Aims

Breaking Cycles CIC aims to promote a healthier, happier and more sustainable future by encouraging people to cycle as a way of getting around and a leisure activity. We aim to do this in two ways:

- Providing opportunities for people to gain experience, skills and confidence when riding a bike
- Providing targeted wellbeing sessions that use cycling as part of their delivery. This may be working with community groups, schools, companies or private clients.

Financial arrangements

Clitheroe Bike Library has been funded by Connecting East Lancashire and our partner companies. The first 60 places on our National Standard Training course have already been funded by Connecting east Lancashire so we do not need to ask the people who access these for payment. In the eventuality that a place on a course has been booked and the rider does not attend, or cancel with at least 48hrs notice, we will expect you to pay the cost of the missed session, which is £65.

Breaking Cycles CIC intends to use a crowd funding model to subsidise or provide community activities, so if you feel that you would like to contribute towards future activities you can do so by adding to our Paypal fund (paypal.me/BreakinCyclesCIC), donating through our Ko-Fi page (www.ko-fi.com/BreakingCyclesCIC) or buying items from our Teespring shop (<https://teespring.com/en-GB/stores/breaking-cycles-cic>). Please speak with Phil if you would like to direct your donation towards a specific project.

Rights & Responsibilities

Training

Completing cycle training to at least level 2 of the National standard for cycle training is required before loaning a library bike for independent use.

We aim to include everyone in our sessions. In order for us to do this, we need:

- Everyone to behave respectfully towards each other during sessions.
- Knowledge of any specific requirements you may have to get the most out of what we are providing.
- Useful feedback: We love to hear that we've done a good job and we need to know when we could've done better too! Please let us know how it's going straight away.

Equipment

Although we understand that things wear out and accidents happen, we expect you to take good care of the equipment provided. Should any damage, that would negatively affect the next user's experience, to equipment happen we expect you to be part of putting it right. This may involve contributing towards repair/replacement costs.

The equipment you have borrowed may be booked out for use by another person immediately upon its return. If you are having difficulties returning something on time, please let us know. We may even be able to help you out! Cleaning equipment before you return it is a great way of saying thank you!

Personal Information and ID

The following information will be stored as a paper copy and electronically. This can be accessed by any director of the company and in some circumstances may be show to third parties with your prior consent.

I agree for the following information to be stored in this manner

Personal Details

Name: _____

Date of Birth: _____

Phone Number: _____ Email Address: _____

House Name/Number: _____ Street Name: _____

Town: _____ Post code: _____

Proving your Identity

2 forms of ID must be presented before you borrow any equipment or take part in any training. This needs to be seen only, we don't keep copies of your personal documents.

The first form of ID must be photo ID, have your home address printed on it and a picture that is recent enough to easily recognise as you! (eg Passport, Driving Licence)

The second should be a formal letter addressed to you, it must be dated within 3 months of the time that it is checked and contain formal information about the company it is from. (e.g. bill, statement etc.)

2 forms of ID meeting the above criteria have been shown to the board member named below

The following signatures confirm that both parties agree that all of the information above is accurate, agreeable and up to date.

	Name	Signature
Board Member		
Service User		

Date: _____