Instructions for Bike Check-Out and Removal

1. Go to the Online Bike Rental checkout page here.
2. You will receive an email receipt at the email address you put during the online payment.
3. Inform the Officer on duty that you paid for a bike rental (the Officer will let you know if a bike is available. If none are available, the officer will tell you a time when a bike will be available).
4. If bike is unavailable at a time convenient to you, please inform the officer on duty and he/she will put your name down for a future rental.
5. If a bike is available for rental, you will be asked to show the Officer your IIT Chicago-Kent College of Law ID since the CyCKles rental program is only available to members of the Chicago-Kent community (the bikes were made available by a generous gift by a law school donor).
6. The Officer will give you the key to the locker/bike that you have been assigned so you can retrieve the items you need from the locker (Locker Inventory is on reverse side).
7. Take the bike up to the 1st floor using the freight elevator (do not use the stairs or passenger elevators).
8. Return the locker key to the Officer.
9. Using the keycard so the alarm does not sound, exit the building through the back door on Quincy Street (this exit is located opposite of the front entrance--go thru the gray doors next to the Kohen Courtroom go left, then right down the hallway).

Instructions for Bike Return

1. Re-enter the building through the Quincy Street door using the keycard which will unlock the door.
2. Ask the Officer for the Locker Key for your bike and use the freight elevator to transport the bike back down to the concourse.
3. Place all items back into the locker and secure the bike to its original location.
4. Remain there until an officer or building engineer meets you on the concourse to verify that all items have been returned to the locker and that the bike is in full working order and secure.
5. Once confirmed, you can give the Officer/Engineer the locker key and you’re set.

**Locker Inventory**

1. Helmet
   - Must always be worn when riding bike
2. Black Storage Pouch
   - For storage of small items; attaches to seat via Velcro fasteners
3. Mini Air Pump
4. ULock with attached Cable
5. Key to ULock
6. Keycard
   - For freight elevator access to transport bike between concourse and 1st floor (do not transport bike up/down the stairs or in the passenger elevators)
   - For access to exit/enter of the building from the back door on Quincy Street (do not exit/enter the building from the front doors on Adams Street)
7. Allen Wrench
   - For use to adjust seat height

**Bike Information**

1. Bike Type/Location
   - Bike/Locker #1 – Schwinn Cutter (for average height)
   - Bike/Locker #2 – Schwinn Cutter (for shorter height)
   - Bike/Locker #3 – Schwinn Cutter (for average height)
   - Bike/Locker #4 – Schwinn Cutter (for average height)
2. All bikes are equipped with front and rear lights
3. All bikes are equipped with kickstands
4. All bikes are registered with the City of Chicago