



**ACTIVE
TRAVEL HUB**
STIRLING

Bike Library Loan Form

Bike model and number: [Hub staff to complete]	
Name of person borrowing bike:	
Address including postcode (please provide accommodation address if not UK resident)	Phone number: Email address:
Where will the bike be stored during the day (address)?	Where will the bike be stored overnight (address)?
Please provide contact details for a second person in case we have difficulty getting hold of you.	Name Relationship to you Phone number Email address

<p>Did you hear about our electric bike trial project through Home Energy Scotland (HES)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Type of loan (please tick)</p> <p><input type="checkbox"/> Business <input type="checkbox"/> Individual</p>
<p>If yes, which HES centre?</p> <p><input type="checkbox"/> South West <input type="checkbox"/> South East</p> <p><input type="checkbox"/> North East <input type="checkbox"/> Strathclyde</p> <p><input type="checkbox"/> Highlands & Islands</p>	<p>Date of start of loan:</p> <p>Date of return:</p>

How we use your information:

Forth Environment Link is collecting your information so that we can monitor the electric bike loan and contact you to gather feedback on your experience. This information may be shared with Scottish Government and your Local Authority to help them improve and inform policy and target funding.

We will email you to ask for your feedback on your experience of this service to help us improve it. We will do this shortly after you return the bike, and then follow up a few months later to see if you have considered buying an electric bike and ask if you are interested in any of the other services the Hub can provide (cycle training, bike maintenance, route planning, buddy rides, further use of the electric bike library etc).

Terms & Conditions of e-Bike Loan

1. I am responsible for the security of any HES bicycle loaned to me. I will take care of the bicycle that I am provided with, locking it up whenever it is left unattended, with the lock provided. I will remove the battery from the electric bike each time I leave the bike unattended.
2. I will not abuse any Forth Environment Link bicycle loaned to me; in particular, I will not use an FEL bicycle for racing, stunt or trick riding or for any purpose other than cycling to and from a destination.
3. I am responsible for the maintenance of any Forth Environment Link bicycle loaned to me. I will maintain the bicycle that I am provided with in a safe and roadworthy condition for the period of the loan. If a fault develops and I am unable to keep the bike in a safe and roadworthy condition, I will return the bicycle to FEL within the agreed term of loan stated above.
4. I will let FEL know if for any reason the bicycle is not being used.
5. If the bicycle is lost or stolen, I will report this to the police and to FEL as soon as possible.
6. I will return the loaned bicycle in good condition along with all bike accessories equipped, including "Gold" insurance bike lock.
7. I agree to not allow any persons under the age of 14 years old to ride the loaned bicycle in public areas or roads (including off-road cycle paths and public parks) in accordance with UK road safety law and EU regulation 168/2013.
8. I understand and agree that prior to my bicycle loan, the bike was in full working order and has had all maintenance checks required.
9. Forth Environment Link is not responsible for any injury or any loss or damage to any property resulting from the use of the bicycle. FEL takes no responsibility whatsoever for any injury or any loss or damage to any property which occurs when using a loan bicycle. I take full responsibility for any such injury, loss or damage to any property or to any person which occurs as a result of my loaned bicycle.
10. I agree not to make any modifications to the loaned bicycle other than the standard 'bike fit' alterations i.e. saddle height. If I wish to modify the loaned bicycle in any other way then I will discuss this with Stirling Active Travel Hub prior to taking the bike away. I agree that any modifications will be carried out on my behalf by a professional bicycle mechanic. A receipt of this work will be provided to Stirling Active Travel Hub for their records. If damage is caused as a result of any modifications, authorised or unauthorised, then I will be wholly responsible for any costs incurred to repair the loaned bicycle.
11. I will complete a survey and provide feedback after the return of the electric bike.

Signature_____

Date_____

Please tick as appropriate:

- I have read the Terms & Conditions
- I am able to ride a bicycle safely
- I confirm that Forth Environment Link offered to loan a cycle helmet and high visibility vest for the duration of this loan
- I have received information about cycling skills, bike maintenance training and will consider this
- I have had the 'M' check explained to me
- I agree to the information on this form being kept on file for the purposes of monitoring and project development.

If you are injured or the bike is damaged, then this should be reported to Forth Environment Link on 01786 474160

If the bike is lost or stolen, then you should contact Police Scotland (by calling 101) for a crime reference number and follow this up by contacting Forth Environment Link on 01786 474160

Signed on behalf of Forth Environment Link

Name:	
Signature:	
Position:	
Date:	

Stirling Active Travel Hub Use Only

THE FOLLOWING CHECKS MUST BE COMPLETED BY STIRLING ACTIVE TRAVEL HUB STAFF PRIOR TO HIRE

For ALL hires please complete the following as part of the bike's pre hire M-check:

Tyres are correctly inflated Front & rear brakes are working Quick releases are tight
Bars and stem are tight Seat is at correct height and tight Bell & lights working

Additional Equipment loaned:

- Lock
- Keys
- Helmet (optional)
- High-vis vest (optional)
- Pannier

Additional advice given:

- Active travel map
- Best route to safely depart Hub

Signature _____

Date _____