

Dear DASB Bike Renter,

We hope that you are staying safe and healthy given the current COVID-19 situation that we are in. We recognize, and understand, that some of you may for various reasons will not be returning to De Anza this fall. As the shelter in place has become more restricted, we are working on the details for you to be able to safely return your bicycle to us.

As of right now we have two options for you:

- The first is to extend your bike contract until the beginning of fall quarter or until further notice depending on how the coronavirus plays out.
- The second option is for you to return the bike if you are not planning to return to De Anza in the fall.

If you plan to enroll at De Anza in the fall quarter, you are not asked to do anything with the bike at the moment. The bike is yours to use until further notice.

If you will not be returning to De Anza this fall here is what you can do to return your bike in a safe manner. Please read and follow all the steps outlined below:

- Return the bicycle to the DASB Bike Corral (ensure you lock the bicycle accordingly)
- Leave the helmet in one of the lockers and notify Sofi with the lock number you left the helmet in. Please take a photo of the helmet (in the locker) and bicycle to ensure you will not be held liable in case the bike/helmet/lock/corral key is lost or stolen.
- Send the key set (lock key AND corral key) to us in the mail. Include a note with the following information:

Your name, student-ID, email, and phone number

The address is:

**DASB Bike Program @ College Life
21250 Stevens Creek Blvd
Cupertino, CA, 94063**

If you are an international student who has already left the U.S. without returning your bike, you can still ask a friend/roommate to return it for you, as long as they are following the above steps accordingly. It is your responsibility to ensure they follow all the steps.

Lastly, in order for us to keep track of all our bikes, **I am requesting that everyone email me by April 13th** with their intentions at: dasbbikeprogram@fhda.edu and let me know if you will be holding on to your bike until fall quarter, if you plan to return the bike (only after the shelter in place is lifted) before fall quarter, or if you are an international student and you plan to either return it yourself or have a someone return it for you. I just need to know what you plan to do with your bike.

As it is stated in your bike rental contract, you will be held responsible if the bike, helmet, and key are not returned to us. A hold may be placed on your records and a fine will be issued. If you have any questions please do not hesitate to contact me.

Please be safe and take care of yourself. We hope you did well on your final exams!

Sincerely,

Sofi Tofte

DASB Bike Coordinator