



www.CrowWingEnergized.org



SCHOOL USE AGREEMENT

Renter Responsibilities

- 1. Within one week following your event, please complete an evaluation of your use of the fleet.**
Please fill out the evaluation form here: <https://www.surveymonkey.com/r/cwebikeeval>. Please keep track of the number of bikes used, if there is any maintenance issues (bike numbers), and the numbers of the bikes using the fleet during the event – this information will be necessary for the evaluation. There are record of use forms in each trailer in the green folder file for record keeping.
- 2. Please put the supplies (bikes, helmets, etc.) back in the trailer like you found it.**
Bikes should be hung up ‘every-other’ with a front wheel up, then a back wheel, then a front wheel, etc. Helmets should be hung up or returned to under the bike storage (in large trailer only). Please return all of the fleet supplies that you use (chalk, cones, signs, etc.). If you use any supplies in the trailer (ex. use up all of the chalk, use a patch kit, etc.) **please note this on the evaluation form in step #2.**
- 3. I have watched the Loading and Unloading Best Practices video.**
Bikes should be hung up ‘every-other’ with a front wheel up, then a back wheel, then a front wheel, etc. Helmets should be hung up or returned to under the bike storage (in large trailer only). Please return all of the fleet supplies that you use (chalk, cones, signs, etc.). If you use any supplies in the trailer (ex. use up all of the chalk, use a patch kit, etc.) **please note this on the evaluation form in step #2.**
- 4. The code for all of the locks on the fleet is: 0005**
Please do not give this code out unless someone absolutely needs to use it.

Crow Wing Energized Responsibilities

- 1. Crow Wing Energized will provide a timely response for scheduling the fleet and will be available for questions/ concerns regarding the rental process and/or use.**
Please contact Jessica Waytashek (Jessica.waytashek@essentiahealth.org) at 218-820-3921 with questions or concerns.
- 2. Crow Wing Energized will coordinate transportation for the fleet with your group.**
Jessica will contact the Rental Contact to determine the date/time of delivery, as well as the location of the fleet at the rental site.

I, _____, have reviewed all of the guidelines and will abide by them during my use of the bike fleet on or between these dates:_____.

Signature of RenterContact

Date

Signature of County Contact

Date