

**From:** Meinrad Villano

**Subject:** Cycle Centre Registration

Dear Valued Tenants,

It is with enthusiasm that we are announcing the opening of the Cycle Centre with the top priority being the health and safety of all who will use it. Please take a few minutes to read through this email in detail and to explore the links within.

Please note that all commonly used items such as hair dryers, the tune up station tools, personal hygiene products etc. have been removed. Once the government of Alberta no longer deems COVID-19 a health concern these items will be brought back in.

As the Cycle Centre will be operating with a limited occupancy at any given time, and depending on how many people express interest, there may be a slight delay in the registration process as we organize the membership to adhere with Government of Alberta Guidelines.

Here is the registration process:

1. Check out the [Video Walkthrough of the Cycle Centre](#) if you have not seen it yet
2. Fill out the [Registration Form](#) to get started
3. We will email you a contract to be signed and emailed back, which will include the membership cost.
4. Payment for membership can be dropped off at the 17<sup>th</sup> floor administrative office in 102A Tower Monday to Friday from 10:00 am to 12:00pm, and 1:00pm to 3:00pm.
  - a. **Please note a declaration of health will need to be filled out prior to entering our office if applicable**
5. Your access card will be activated once payment is confirmed and you will receive a confirmation
6. It is highly recommended that your bike gets registered with the "Bike Index" program in partnership with EPS, unless you indicate that you don't want this additional safety measure. For more information on the program please visit the [EPS Website](#)



SUITE 1700, 102A TOWER, 10025 – 102A AVENUE, EDMONTON, AB T5J 2Z2

### **Commonly Asked Questions**

**Q: What procedures are in place to keep patrons healthy during the COVID outbreak?**

A: It is mandatory to wear face mask while inside the Cycle Centre Facility

A: Patrons are asked to use the cleaner provided in the facility to sanitize any surface's touched as they are used to help eliminate bacteria

A: We will be limiting the capacity of how many people are within the Cycle Centre at one time, once we find out the interest and time preferences of all members we will advise on a plan if necessary

A: The cleaning schedule has been increased so that all common touch points are sanitized routinely

A: Signage has been installed throughout the facility communicating guidelines

A: All commonly used items have been removed

**Q: How much is membership?**

A: The cost is \$15 per calendar month.

**Q: What is all included in the membership?**

A: secured indoor facility to store your bike, assigned locker, shower facilities with towel services, bike wash station, bike repair station

**Q: How long is the membership?**

A: The length of membership is completely up to you; it runs in 1 calendar month increments starting on the day your membership commences

Thank you If you have any questions or concerns, feel free to contact me directly.

Thank you,

**Meinrad Villano**, Corporate Concierge  
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