

# Getting Started Guide

## Hosting the Local Motion Traveling E-bike Lending Library

### What your location needs:

-  **Host Organization**  
This is usually an Energy Committee, a Town, a Public Library, etc... which will be the organization partnering with Local Motion to bring this program to your community.
-  **Host site**  
Physical location available for at least 4 weeks to host the bikes overnight, to charge the bikes, and for borrower pick-up/drop-off - must have liability insurance and indoor bike storage.
-  **Primary point of contact person**  
A primary communication person for borrowers to schedule pick-up/drop-off times, to facilitate the pick-up/drop-off, answer borrower questions before the visit, and for borrowers to contact with any issues during the loan period.

### What Local Motion provides:

-  A fleet of 2-3 e-bikes to be used for loans and demos in the community. Local Motion will provide an electronic copy of a Basic User Guide for each e-bike.
- Local Motion will create the schedule and waitlist for each host location.
- Local Motion will provide liability waivers, checklists, and other necessary documents to the host site / organization in an electronic form.
- Any mass communications (communication beyond one-on-one planning and checking in) will be sent from Local Motion.

### What Local Motion needs from the host location:

-  **Names and contact information of people who will be handling pick-ups/drop-offs at each host location.**  
*One point-person to have their name and contact info listed in the confirmation email sent to borrowers.*
-  **Street address of the host site**
-  **A clear idea of how the host location wants the lending schedule set up (Ex: Thurs-Tues every week vs Mon-Wed and Fri-Sun), and a date that the host expects the reservation system to go live by.**  
*This information should be communicated to LM at least two weeks before the reservation system is expected to go live.*
-  **Any known demo days and events that are planned.**  
*Demo days are completely optional. They can be a good way to reach more people, but take more coordination from the host.*

**Please contact Eliana Fox at Local Motion to review bike operation and answer questions**

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