UCD Club Locker Key Nomination Form 2024-25

**PROCEDURE**

**The completed form with IDs should be emailed to** **sportfacilities@ucd.ie** **and** **sport@ucd.ie** **- paper copies are not accepted.**

* UCD Sport Facilities provide lockers for clubs. To obtain a locker key, the club secretary must submit a list of authorised individuals to the Booking Manager using the Club Locker Key Nomination Form on page 2 of this document.
* Outgoing committees are responsible for handing over club locker keys to the incoming committee before the new academic year begins.
* Only those authorised on the submitted forms will be issued a club locker key by the UCD Sport Facilities reception. They must present their UCD student card as identification.
* Club lockers are for storing club equipment only; personal items or money should not be left in them.
* For clubs with storage facilities in Newstead sheds, Rooms 4 in UCD Sport Facilities, or the Boat House, Islandbridge, the allocated space is strictly for club sports equipment storage only. Personal items, money, meetings, or social activities are not allowed in these spaces. Violation of these rules will result in forfeiture of the storage space.
* The UCD Sport Facilities reception should hold a copy of the key to club storage sheds for safety reasons. The club secretary must provide a fully completed Club Locker Key Nomination Form along with the key to the reception. The key should only be given to UCD Estate Services staff or Emergency Services personnel.
* The University does not take responsibility for items stored in club lockers or storage sheds.

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| --- | --- |
| Club |  |
| Captain’s Name |  |
| Captain’s Mobile Number |  |

|  |  |
| --- | --- |
| **Name of first nominee** |  |
| Position within club |  |
| Email Address |  |
| Mobile Number |  |
| Copy of photo identification attached?e.g Student ID | [ ]  Yes |

|  |  |
| --- | --- |
| **Name of first nominee** |  |
| Position within club |  |
| Email Address |  |
| Mobile Number |  |
| Copy of photo identification attached?e.g Student ID | [ ]  Yes |

|  |  |
| --- | --- |
| **Name of first nominee** |  |
| Position within club |  |
| Email Address |  |
| Mobile Number |  |
| Copy of photo identification attached?e.g Student ID | [ ]  Yes |