

Appendix

2

Club Locker Key Nomination Form 2024/25

UCD Club Locker Key Nomination Form 2024-25

Download form

PROCEDURE

- 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.

Club	
Captain's Name	
Captain's Mobile Number	

Name of first nominee	
Position within club	
Email Address	
Mobile Number	
Copy of photo identification attached	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of second nominee	
Position within club	
Email Address	
Mobile Number	
Copy of photo identification attached	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of third nominee	
Position within club	
Email Address	
Mobile Number	
Copy of photo identification attached	<input type="checkbox"/> Yes <input type="checkbox"/> No