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**Dove Lodge Community Resource Centre**

**Security Pass Application form**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Email Address |  |
| Mobile number |  |
| Car Registration (for meeting room hires only) |  |
|  |  |
| Organisation |  |
| Job Title |  |
| Start date |  |
| Manager’s name (if applicable) |  |
| Organisation email |  |
| Telephone number |  |
| Access level (times outside this by agreement with Director) | * Regular Dove Opening hours 8 am to 9 pm Monday to Friday * Weekday 8 am to 6 pm only inside door * Other times, by agreement with MJC |

Please email your photo and this form to [Bookings@dove-lodge.org.uk](mailto:Bookings@dove-lodge.org.uk).***Your photograph should be current and against a light, plain background with yourself facing the camera.***

Please note: Security Passes are issued to individuals only and are not transferable; these must be worn at all times whilst you are on-site at Dove Lodge.

A replacement card due to loss will incur a replacement fee of £10.00.

By applying for a security pass, you are also consenting to have your details used by Mailchimp to update you on Dove Lodge news and urgent operational building matters.

The Security Pass should be returned when the cardholder leaves your organisation, and an email notification sent to [security@dove-lodge.org.uk](mailto:security@dove-lodge.org.uk) so that the card can be cancelled.