



SU Store Room Request Form

We require at least 24 hours notice for any entry request

The University of Lincoln Students' Union requires at least 24 hours notice upon acknowledged receipt of this request form to access the Store Room. Entry and Exit will be between the hours of 9-5pm Monday to Friday only. You will be required to report to the Students' Union Reception whereby an SU Staff member will accompany you to the SU Store and manage the access entry and exit at all times.

The SU store is accessible for all Clubs & Societies to use however please bear in mind the space used has to be allocated fairly.

This form is for all clubs and societies and should be returned to Students' Union via email to: sports@lincolnsu.com or societies@lincolnsu.com

****We will not store any personal items – this store is for equipment purchased by and belonging to your club or society only***

Club or Society Name	
Name of Committee Member + Position	
Contact telephone number	

Details

List Equipment being requested for storing including quantity and cost/value *Or attach list to this sheet*	
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Additional details/information - Please provide a description of any additional information you feel we need to be aware of.

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The Students' Union reserves the right to refuse entry