**Annex D – Forlì-Cesena Technopole**

**Cesena Campus**

**Request to access outside opening hours**

The undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

employed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUESTS**

Access to the premises outside the opening hours of the facility (on the day/s \_\_\_\_\_\_\_\_\_ from hrs. to hrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**FOR THIS PURPOSE, I the undersigned DECLARE that** access on an exceptional basis:

1. Is strictly necessary for the following reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
2. Has been agreed with the RDRL and will take place as defined with the same (name and surname) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(*if accompanied*)

1. The undersigned further declares that the following persons will also be present: (name and surname of any accompanying persons) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

**The PERSON MAKING THE REQUEST** (legible and full signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPROVED BY THE RDRL** (legible and full signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AUTHORISATION:**

Authorised by the Head of CIRI (legible and full signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note: *Please note that this form must be sent to the Head of CIRI, the Facility Coordinator (*[*pietro.rocculi@unibo.it*](mailto:pietro.rocculi@unibo.it)*) and the Local Safety Officer – ALS (*[*alessia.mattioli@unibo.it*](mailto:alessia.mattioli@unibo.it)*), who will instruct the person concerned on how to access the facility outside opening hours (e.g. how the alarm systems and the gates work, etc.), the badge manager and the ALS.*