

For office use

Invoice number

PO number (IA)

Community Access Programme application process

Please fill out this form with all the necessary information. Once completed, return the form to our team at active@edinburghleisure.co.uk.

After your application is processed, you will receive a confirmation email containing your cardholder details. For existing CAP organisation cardholders, their current card will be extended for the new CAP affiliation period. For any new staff members, cards will be created and mailed to you.

We will send you an invoice which must be paid by BACS. If any invoice we send you will need to quote a purchase order number in order to be paid, please liaise with your finance team and provide us with the purchase order number so it can be included on the invoice.

If you have any questions, please reach out to our team at active@edinburghleisure.co.uk.

Organisation details	
Key contact	
Organisation	
Department	
Address	
Postcode	
Contact email	
Contact phone	

Organisation status

☐ NHS department ☐ CEC department ☐ Charity

[illegible]

Community Access Programme Application

Please complete for up to ten staff/volunteers to receive CAP Organisation Cards. These cards enable them to lead groups and refer service users to receive CAP Individual Cards. These cards are included in the initial CAP affiliation fee of £50. Additional cards can be purchased at a fee of £25 per 10. If your organisation requires more than 20 altogether, please contact our team for the additional card application form.

If any of your staff already have existing CAP organisation cards please enter their card and member ID (if possible) below. These cards will be extended for the new CAP affiliation period. Copies of previous application forms can be forwarded on request.

Card	Name	Email	CAP Organisation card number	Member ID
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Card	Name	Email	CAP Organisation card number	Member ID
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Partner Organisation Agreement:

As a member of the Community Access Programme, does your organisation, and your cardholders, agree to adhere to the following terms and conditions:

- Edinburgh Leisure requires CAP Organisation cardholders to follow the conditions of use, and any breaches will result in access being denied to the cardholder, and potentially also the organisation
- CAP Organisation cardholders are requested to be respectful of staff, other customers, and property, and to comply with all relevant guidance from staff
- CAP Organisation cardholders are responsible for supervising groups and individuals they bring to Edinburgh Leisure facilities
- CAP Organisation cards are not transferable and must not be used by anyone other than the person to whom it was issued. Cardholders will have their photo taken as proof of identity if used in one of our venues
- Active Communities reserves the right to reject CAP Individual card referrals if the person being referred
 - Is an existing CAP Individual card or Edinburgh Leisure membership holder, or has held an Edinburgh Leisure membership in the 6-month window preceding their date of referral; or
 - Has previously held a CAP individual card. Applicants can be referred only once to the programme; or
 - Is supported by another Active Communities programme; or
 - Lives outside the City of Edinburgh Council area.
- Edinburgh Leisure reserves the right to make changes to the terms and conditions, access or pricing of the CAP programme. Any such changes will be communicated to all Community Access Programme Organisation cardholders in advance of their introduction

Please tick the box if you are happy to agree to the outlined terms and conditions

☐**Edinburgh Leisure Privacy note:**

The information on this form will be forwarded to Edinburgh Leisure to progress this application for membership of the CAP programme. Privacy is important to Edinburgh Leisure and the information on this form will only be used to enable Edinburgh Leisure to deliver and improve their services. Edinburgh Leisure will never sell anyone's data and will only keep data for as long as necessary to deliver and evaluate services. There is more detail on Edinburgh Leisure's privacy notice on the website; www.edinburghleisure.co.uk/data-protection or you can send enquires to askus@edinburghleisure.co.uk or call 0131 458 2260. By ticking the following box, you are confirming that, you are happy for us to use this information provide to proceed with this application.

Please tick the box if you are happy to agree with our Privacy note

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