



## Trinity Sport Outdoor Sites - Booking Regulations

### 1. Request & Confirmation

1.1 Trinity sport clubs should contact [ducac@tcd.ie](mailto:ducac@tcd.ie) for booking requests.

1.2 For booking a 5-a-side cage please refer to [www.tcd.ie/Sport/facilities/](http://www.tcd.ie/Sport/facilities/)

1.3 All other outdoor booking requests should be made via the [outsport@tcd.ie](mailto:outsport@tcd.ie) account.

1.4 Your request should contain the following information: Name of the group, type of activity, date, time, and duration of booking request.

1.5 Final confirmation of booking will be made via email.

1.6 Payment must be made in full prior to booking confirmation. Accepted payment methods please see Trinity Sport [terms & conditions](#).

### 2. Cancellation

2.1 Trinity Sport reserves the right to a cancellation period of 72h prior to the booking start time.

2.2 Bookings may be cancelled due to poor weather conditions with a shorter notice period. Trinity Sport takes guidance from the college Estates & Facilities Department on these matters.

2.3 All bookee cancellations must be completed in accordance with individual activity notice periods. Cancellation of bookings with less than the required notice periods will not be entitled to a transfer or a refund. Bookings may be transferred to an alternative day/time, but this is subject to availability.

i. Event hire – minimum 10 days' notice required

ii. Activity camps – minimum 7 days' notice required

iii. Facility hire (including 5-a-side) – minimum of 24h notice required

iv. All other please see the Trinity Sport [terms & conditions](#).

### 3. Conduct

3.1 Appropriate attire must be worn at all sites. Due to pitch conditions Estates & Facilities and Trinity Sport may ask the users to refrain from certain footwear and activities.

3.2 All Trinity Sport outdoor sites are non-smoking premises.

3.3 Consumption of alcohol is prohibited on the grounds.



3.4 Changing rooms for outdoor facilities are subject to availability and will only be made available to users.

3.5 Members/ users are obliged to comply with Trinity Sport direction of conduct. You will not under any circumstances abuse staff, facilities or any other users. You can find the full Trinity College dignity and respect policies [here](#).

3.6 All accidents or incidents must be reported immediately to a Trinity Sport member of staff.

#### **4. Events**

4.1 Any full day or longer events require a six-week lead in request.

4.2 An event form may be required subsequent to the initial booking request.

4.3 The request will be reviewed within a 7 working day period after which additional information may be required or a confirmation will be received.

4.4 For payment and cancellation please see above.

4.5 Student societies may require additional permission from the Junior Dean.

#### **5. Covid-19**

5.1 External clubs and teams must provide a contact for Trinity Sport to arrange contact tracing and provide covid guidelines.

5.2 Changing rooms are unavailable during this time. Please enquire about current restrictions at the time of your booking.