<table>
<thead>
<tr>
<th>ROOM AVAILABLE</th>
<th>CAPACITY/ FACILITIES</th>
<th>RESTRICTIONS</th>
<th>BOOKING PROCESS</th>
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</thead>
</table>
| Eliz Rooms                             | Meeting room with adjoining kitchen.  
Meeting capacity: 20  
Reception capacity: 30 | May be used for receptions.  
Apply to Junior Dean for permission. | For bookings before 5pm ask the CSC  
For bookings after 5pm contact the Enquiries Office. |
| Room 50, The Atrium                    | Room suitable for classes, workshops, meetings, small events and receptions.  
Capacity: 50 | May not be used for receptions. | Contact Enquiries Office. |
| Meeting Room 3, The Atrium             | Committee meeting room exclusively for society use.  
Capacity: 20 | May not be used for receptions. | Contact CSC. |
| The Arts Building                      | Lecture theatres* and smaller rooms available for booking.  
Min. capacity: 12  
Max. capacity: 406 | May not be used for receptions.  
*Large lecture theatres may need to be booked far in advance. | Contact Enquiries Office for allocation and booking. Allocation of rooms will depend on the numbers attending. |
| Goldsmith Hall                         | Lecture theatre available for large talks or conventions.  
Capacity: 430 | May not be used for receptions.  
No teas/coffee permitted | Contact Enquiries Office. |
| Aras an Phiarsaigh                     | Medium sized rooms available.  
Min. capacity: 22  
Max. capacity: 60 | May not be used for receptions. | Contact Enquiries Office. |
| The Hamilton Building                  | Lecture theatres and smaller rooms available for booking.  
MacNeill theatre capacity: 298  
Joly theatre capacity: 200  
Maxwell theatre capacity: 98 | May not be used for receptions.  
Use of the concourse requires permission from the Head of Facilities. | Contact Enquiries Office for allocation and booking. Allocation of rooms will depend on the numbers attending. |
| The Graduates’ Memorial Building (GMB) Chamber | Chamber (ground floor)  
Capacity: 200 | May not be used for receptions.  
Unavailable Mondays, Wednesdays and Thursday evenings. Booking must | Contact Enquiries Office for booking. Booking must be approved by President/Auditor of the Phil/Hist. |

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<th>Room Type</th>
<th>Description</th>
<th>Availability</th>
<th>Contact Information</th>
</tr>
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<tbody>
<tr>
<td>The Phil &amp; The Hist Conversation Rooms</td>
<td>Conversation rooms (ground floor and first floor) may be used with the permission of the relevant society. Phil conversation room capacity: 80 Hist conversation room capacity: 80</td>
<td>May be used for receptions. Booking must be approved by President/Auditor of the Phil/Hist (depending on which room). Apply to Junior Dean for permission.</td>
<td>Contact Enquiries Office. Bookings must be approved by the President/Auditor of the Phil/Hist (depending on which room).</td>
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<tr>
<td>The Resource Room (3rd Floor, GMB)</td>
<td>Small library available as a meeting room. Capacity: 25</td>
<td>May not be used for receptions. Booking must be approved by President/Auditor of the Phil/Hist.</td>
<td>Contact Enquiries Office for booking. Booking must be approved by President/Auditor of the Phil/Hist.</td>
</tr>
<tr>
<td>The Examination Hall</td>
<td>Large flat floored room Capacity: 450</td>
<td>May not be used for receptions.</td>
<td>Contact Enquiries Office</td>
</tr>
<tr>
<td>Regent House</td>
<td>Large flat floored room Capacity: 150</td>
<td>May not be used for receptions.</td>
<td>Contact Enquiries Office</td>
</tr>
<tr>
<td>Arts Building concourse</td>
<td>Stands for bake sales or to hand out information</td>
<td>May not be used for receptions.</td>
<td>Contact the attendants in the Arts building if the event is for an information stand. For a bake sale, permission from the Junior Dean is required.</td>
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<tr>
<td>Hamilton Building concourse</td>
<td>Stands for bake sales or to hand out information</td>
<td>May not be used for receptions.</td>
<td>Contact the attendants in the Arts building if the event is for an information stand. For a bake sale, permission from the Junior Dean is required.</td>
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**Note:** A student club or society should request the Junior Dean’s permission if they wish to hold an event that includes a food or drink reception and/or an activity e.g. any fundraising activity, a dance/concert, outdoor event: ‘fun run’. Please also note that a student club or society should request the Junior Dean’s permission to hold an off-campus event e.g. ‘a ball in the Mansion House’.

The student club/society should follow the steps on the Events Checklist, located on the Junior Dean’s webpage and then submit the event application form: [http://www.tcd.ie/Junior_Dean/events/checklist.php](http://www.tcd.ie/Junior_Dean/events/checklist.php)
TCD Rooms/Venues available via Enquiries Office
Contact either Enquiries Office at enquiries@tcd.ie or Central Societies Office (CSC) at enquiries@csc.tcd.ie as appropriate, according to list below

The student club/society should provide the Junior Dean’s Office (cdeans@tcd.ie) and the Enquiries Office (enquiries@tcd.ie) with evidence of: the relevant room/venue reservation and that the appropriate catering, insurance, safety and stewarding arrangements are in place. It is the Event Organiser’s responsibility to provide this information to the Junior Dean’s Office (cdeans@tcd.ie), otherwise permission to proceed will not be issued.

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