

Procedure for holding events or parties in TCIN:

For the purposes of this procedure, an event is any gathering of people that is not normally scheduled in the College calendar.

It can be in a room or lecture theatre and can be academic or non-academic; it may comprise TCD people, external people or both. The event may or may not include beverages and food but in all cases permission and advance notification is required.

The procedure below applies to all events but in particular to after-hours or weekend access and ensures that TCD is covered for any insurance issues that might arise. Staff scheduling and charges may arise for after hours cover and so permission should be sought well in advance from your PI and local management.

(i) Contact your Principal Investigator/Line manager first and then TCIN local management to ask for permission: in TCIN Lloyd this is Prof O'Mara usually through C. Conneely.

conneec@tcd.ie

(ii) Contact Junior Dean to ask for permission for the event:

http://www.tcd.ie/Junior_Dean/Parties/index.php

(iii) Contact Head of Facilities Attendant Services to ensure attendants on the day/time in question:

sfox@tcd.ie