



TRINITY HALL RESIDENTS' HANDBOOK 2017/2018



Students are advised to read this Handbook in conjunction with the **Conditions of Occupancy Trinity Hall 2017-2018**, which is available at:

<http://www.tcd.ie/accommodation/living-in-trinity/residential-licence/>

All residents are also reminded that they **MUST** attend one of the **MANDATORY Fire Safety Talks** at the beginning of term.

If you have a college lecture on that night that is assigned to your House you may attend one of the other nights via permission from your Assistant Warden.

Attendance is recorded and failure to attend will incur a fine of €100. **You will need to bring your college ID with you.**

SECTION 1	WELCOME.....	4
	A Welcome Message from the JCR President.....	6
SECTION 2	THE PEOPLE AND STRUCTURES AT HALL.....	9
	Short Overview of Hall.....	9
	Trinity Hall Organisation.....	9
	The Senior Common Room (SCR).....	9
	The Warden and her Team:.....	10
	Junior Common Room (JCR).....	10
	JCR COMMITTEE 2017- 2018 -.....	11
	The Trinity Hall Peer Support Network (PSN).....	11
	Peer Support Network Participants 2017-2018.....	12
	Trinity Hall Residents' Council.....	12
	Accommodation Administrative and Operational Staff.....	12
	Rules and Regulations.....	14
	Fire safety equipment.....	14
	Overnight Guests.....	15
	Security.....	16
	The Disciplinary System.....	16
	Resolution of disputes or differences within an apartment.....	16
SECTION 4	FIRE, PERSONAL SAFETY AND SECURITY ADVICE.....	18
	Fire Safety Precautions and Equipment.....	18
	False Fire Alarm Activations.....	18
	Security & Insurance of personal belongings.....	18
	Access & Keys.....	18
	Security Advice for Residents.....	19
	Security Advice for Your Personal Property.....	19
	Security Advice for Your Personal Safety.....	20
Section 5	TRINITY HALL USEFUL INFORMATION.....	21
	Mail.....	21
	Telephone Numbers.....	21
	Social Activities, Amenities and Use of Facilities.....	21
	Social Space.....	22
	Trinity Hall Music Society.....	22
	Recreation and Sport.....	23
	Parties.....	23
	Thinking of Leaving Early?.....	23
	Residential Cleaning.....	23
	Bedroom Ventilation.....	24
	Faults and Maintenance.....	24
	Room Inventory.....	25
	Recycling.....	25
	Electrical Equipment.....	25
	How to Connect Your Computer to the College Network.....	26
	Electronic Locks - Houses 80 to 91.....	26
	Cars and Motor-Cycles.....	26
	Bicycles.....	27
	Health and Wellbeing.....	27
	Grounds.....	30

Trinity Hall Residents and our Neighbours	30
Conditions of Occupancy.....	30
TRANSPORT	31
THE ESSENTIALS	35
FOOD	35
Where do I buy my food?	35
MONEY	35
Where do I get my money from?	35
CLOTHING & LINEN	35
INTERNET, COMPUTERS & PHONES	36
APPENDIX I	38
FIRE REGULATIONS AT TRINITY HALL, GENERAL FIRE SAFETY	38
APPENDIX II	40
FIRE PREVENTION CHECK LIST FOR RESIDENTS AT TRINITY HALL.....	40
APPENDIX III	41
PARKING PERMIT HOLDER INFORMATION – TRINITY HALL.....	41

**THE WARDEN'S OFFICE
TRINITY HALL**

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www.wardentrinityhall.tcdlife.ie/

**A Message from the Warden**

Welcome to Trinity Hall!

I hope that over the course of the next year this place will come to feel like home to you and that you will join a long line of Trinity students for whom Hall holds the warmest memories.

Trinity Hall is indeed a special place and it is kept that way by all of us following a few simple rules. These include having respect for ourselves, our neighbours, and our environment. Living here is different than living in a rented accommodation in Dublin. As Warden it is my privilege to extend an offer of housing to each person who is resident in this community. And in accepting this offer you have affirmed your desire to live in a residential learning community.

Historically universities have been organized around these types of close knit residential communities where individuals bound by a desire to learn and study have come together. Trinity Hall follows in this fine tradition. As such, never forget that this place exists primarily to encourage Trinity students to pursue their intellectual and human potential.

As Warden it is my duty to protect the particular nature of this space. I trust that guided by a sense of dignity and respect for your fellow students, and the surrounding Dartry neighbourhood, you will help me in this. We are a community of over 1,000 people living in close confines in the context of a quiet residential area. It takes all of us working together to strike the right balance of being a place of rest, study, and conviviality. Let's spend this year invested in academic and social growth so that we, all of us, leave this place a little better than when we arrived, changed by the relationships, work, and kindness that Hall can well provide.

Third level education can be full of transitions that are both glorious and rocky. In practical terms Hall is here to support you across all of these.

We are fortunate to have a small, but dedicated, Accommodation Office and Maintenance and Housekeeping Staff who work hard to take care of this place so we can live here. It's not an easy job; please do not make it more difficult by

placing undue stress, wear or tear upon the buildings and grounds.

We are also fortunate to have top notch team of RSA (Residential Services Staff) who literally work around the clock to keep us safe and to make sure that this place stays in good order. I know that you will treat them with the respect they deserve.

Your most immediate point of contact for life at Hall is your Assistant Warden (AW). The Warden, Deputy Warden, and Assistant Wardens collectively make up what is known as the Senior Common Room (SCR). The SCR is tasked with a broad range of pastoral support and disciplinary review. Each Assistant Warden is given special responsibility for their own cohort of students. The SCR also works in close concert with the Junior Common Room (JCR) Executive to ensure that your time here is both enjoyable and safe.

Life at Trinity can occasionally be overwhelming. Your AW can be a lifeline in these times; don't be afraid to reach out. There are at least two AWs "on call" each night at Hall.

The SCR and JCR are here to celebrate your various successes across this year, of which I trust and hope there will be many. This is a place where you can do great things. Remember that greatness takes many forms.

Beir bua,

Dr. Roja Fazaeli
Warden

A Welcome Message from the JCR President

Dear Residents of Trinity Hall 2017/18,

You started from the bottom now you're here, you've done it! Now you're not only a Trinity student but you're in Hall, be prepared to have an amazing year. Now is the time to make the change from living at home to living on your own and Trinity Hall is the best place to do it. My name is David Ola, I'm from Carlow and I'll be your JCR President for this year.

I can imagine that most of you don't know who the JCR are or what we're here to do so let me break it down for you. With your new apartment in Hall comes a membership to one of the most consistently active societies in college – the JCR (Junior Common Room). We're a committee of past Hall residents who loved last year and wanted to make sure this year's residents have just as good if not better year. We'll organise some massive events for you this year from Freshers' weekend, Halloween, International Trip, Hall Ball and much, much more.

Basically we're here to make sure you get the most out of your time here and to make the transition to college as seamless as possible. So without further ado let me introduce you to your JCR 2017/2018:

Con Bartels - Treasurer/ Vice President - Con is our resident money-man in Hall, making sure that there's enough dough to fund all our amazing events (and all the free pizza) throughout the year. This Kenmare native will be helping ensure that you don't blow all of your funds within the first few weeks (turn to his budgeting plan and obey it religiously) and will always be available to help solve any money-related issues that might crop up!

Stephen McMahon – Secretary - Stephen is a Monaghan native and is in his second year of maths. He gets the fun jobs like booking buses for nights out so we can all have a great time (pls think of him, frantically making sure buses have arrived as you make your way into town). His phone is now an extension of his arm and the emails never stop, feel free to stop him for a chat, a bop, a bit of trad, whatever you're into!

Shane Kenneally- Ents - Shane is our token Dublin 4 member of the JCR (he swears he grew up in Wicklow) As Ents Officer Shane puts the "Sesh" in "Junior Common Room" and it's his job to make sure that your year is full of stories Mum will never hear. He likes tight clothing and cheap wine and was bestowed the Honour of Biggest SU hack at Hall Ball 2017 so expect to see him in Front Square getting you to sign up to whatever society it is that he does? Oh and he likes to refer to himself as #ShEnts...don't indulge him. Stay Zesty xx

Aoife Grimes – Welfare - Your local condom queen Aoife is the 'culchie' of the JCR - the trek back and forth to Kerry is one she knows well. Aoife is in her second year of law, and along with her amazing welfare team is here to be the big sister that you never had (or asked for). Bop along to the condom basket outside her apartment for all your safe-sex needs, head to a Fresher's Start class to learn the ins and the outs of student living, or just go up to her for a chat

- last year she spent far too much time apartment hopping, chatting on the benches and hosting prinks and definitely NOT enough time in the library, so no problem is too big or too small, she's seen it (h)all before

Guille Castellanos González – International - For all our residents who are travelling from further afield, our International Officer Guille is here to make sure that you settle in as easily as possible to life in the big smoke! Hailing from Alicante, he has had first hand experience on living alone in a brand new country, so will be able to help solve any problems or issues that arise during your time in Hall. Guille will also be filling your social calendar with some of the most exciting events of the year- including the infamous international trip! (more deets to follow...)

Niamh McCay – Music - Hailing from Derry (NOT Donegal much to her dismay #godscountry), this gal is a Political Science & Geography student with a passion for GOOD TUNES. Aside from providing the playlists for prinks, Niamh will direct the Hall's musical (which everyone should do even if they can't sing or act!!!!), take control of the music room, hold music-y events, etc, etc etc. Brian Wilson (ur man from the Beach Boys) once stated that "we have lost the ability to be blown away by music." Listen, Brian. Halls 2k17/18 is here to CHANGE THAT.

Aoife McColgan – Publications - Hailing from Co. Tyrone, Aoife is our Publications Officer this year. She'll be creating all the posters, wristbands and graphics for Hall events, clubs and everything in between (including this herald that you're reading). She is part of the editorial team for the T-Life section of Trinity News, and will be running information sessions with a number of the college publications throughout the year (keep an eye out for dates and times), as well as running a weekly film club- and as an English and film student, the movies are guaranteed to be good xx

Aideen Boardman – Communications and Marketing - Born and raised in the bog, I'm here to give y'all you're social media fix. Snapchat? Insta? Facebook? I'm your gal. I'll be the one with the camera hoping to capture all your best (and maybe worst) moments at all the JCR events

Jaime Castellanos González – Sport - Santiago de Compostela born, Alicante raised, this second year Engineering and Management Spaniard will make sure you don't gain the dreaded "Freshers 15" all whilst actually enjoying yourself (yes, sports can be enjoyable). His plans for fitness boot camps and cycling adventures around the city will help counteract the effect all the frozen dinners, deliveroo pizza and countless cans and naggins has had on your health so you can keep living that student life guilt free!

Sinead McAleer – Tech - Omagh gal Sinead is here to cater to all your tech-related needs. This Computer Science and Business student is the perfect woman for the job and will be there to fix your wifi, printer and computer problems (and you will definitely encounter a few). Sinéad will also be running Programming Workshops for anyone who wants to get tech-y during their time in Hall x

Aight! So that's everyone on the committee! Remember that we're your committee and are here for you no matter what you need whether it's a chat or a game of FIFA. I hope that y'all have got your bands for Fresher's Weekend because it's gonna be class. If there was one last piece of advice I could give you it'd be to completely immerse yourself in this experience and just have fun. Carpe Diem, it's a fresh start, *insert every single cliché here*. I'm not kidding around when I tell you that it's all true, this year is what you make it and you can mould this year to what you want it to be. So don't be afraid to chat to random people because you're all here together for the next school year and someone you meet on the first day could become a friend for the rest of your life.

If you see me around the place feel free to come say (H)Ola... (lol)

Your JCR loves you!
David
President 2017/18

SECTION 2 THE PEOPLE AND STRUCTURES AT HALL

Short Overview of Hall

Trinity Hall has been a student residence of Trinity College for over one hundred years. Beginning in 1907, when a single residence was established for a small number of women who were educational pioneers at Trinity, today it is home to over 1,000 students.

As you enter the main gate the modern building in front of you, which has a large glass atrium, houses the main reception area and the administrative offices of the Accommodation Office at Trinity Hall. Facilities located at the rear of this building in house 81 include the convenience store operated by Rehab Enterprises, a self-service laundrette, and student social space.

Across the spine of the campus are the historic buildings of Purser House, home to the Warden and her family, and Oldham House, which is primarily a social space for residents and is named after Alice Oldham, one of the main campaigners for the admission of women to TCD.

The McConnell Sports Hall to the rear of Oldham House contains a sports hall, squash courts and a music room.

Cunningham House (named after one of the previous Wardens) is to the rear of the Sports Hall and contains a limited number of family apartments.

Trinity College's lovely and well-kept botanic gardens are located to the rear of the residential area.

Trinity Hall Organisation

The Senior Common Room (SCR)

The SCR of Trinity Hall consists of the Warden, Deputy Warden and Assistant Wardens (AW's).

Assistant Wardens act as first point of contact for residents who need advice on any aspect of living in Hall or adjusting to life in Trinity. Assistant Wardens are available to discuss any problems that may arise, be they personal or academic. The normal rules of confidentiality apply and where appropriate the Assistant Warden can put residents in contact with relevant support services in College, e.g. Student Counselling, Health Service, College Tutor, etc.

The AWs are responsible for the maintenance of good order within Trinity Hall. They are responsible for ensuring that the behaviour of students is in accordance with the ethos of Hall and that people act in a reasonable way taking into account the needs and rights of the larger community. When requested to do so residents must respond promptly to the instructions of Assistant Wardens, must provide identification if requested, and shall desist from any anti-social behaviour when advised to do so. Failure to comply will result in disciplinary action. The Warden has the authority, on behalf of the

Provost, to require a resident to vacate Hall. Residents are held strictly responsible for the behaviour of any guests or visitors they bring into Hall.

The Warden's Office is located on the upper floor of Oldham House. Appointments to see the Warden can be made by e-mailing warden@tcd.ie or by contacting an Assistant Warden.

The Warden and her Team:

<u>Warden</u>		
Dr. Roja Fazaeli	Assistant Professor in Islamic Civilisations	warden@tcd.ie
<u>Assistant Wardens</u>	<u>Position in TCD</u>	<u>Email</u>
Dr. Thomas Archer	Research Fellow - Physics	archert@tcd.ie
Matthew Dossett	Deputy Head of Sport and Recreation	Matthew.Dossett@tcd.ie
Revd. Dr. Julian Hamilton	College Chaplain	Julian.Hamilton@tcd.ie
Grace Lawlor	Research Assistant - Computer Science & Statistics	grace@bridge21.ie
Dr. Justin Mac Gregor (Deputy Warden)	John Sherlock Assistant Professor - Drama	macgregi@tcd.ie
Grainne McInerney	Guidance Counsellor - Trinity Access Programmes	mcinerg@tcd.ie
Donncha Millane	Executive Officer, Office of the Senior Tutor	MILLANED@tcd.ie
Ann-Marie Morrissey	Assistant Professor - Occupational Therapy	amorris1@tcd.ie
Anita O'Donovan	Assistant Professor Radiation Therapy	Anita.ODonovan@tcd.ie
Dr. Ronan Smith	Programme Coordinator – Trinity Access Programmes	smithro@tcd.ie
Kevin Sullivan	Research Assistant - Computer Science & Statistics	ksulliv@tcd.ie
Louise Staunton	International Student Experience and Global Officer Co-ordinator	louise.staunton@tcd.ie

Junior Common Room (JCR)

The Junior Common Room Executive is the representative body for all residents living in Hall. It is an elected body made up of a group of current residents. In order to ensure continuity and accuracy in reflecting the views of each year's residents, JCR elections are held annually at the beginning of the Trinity term, for the following academic year. It aims to improve the welfare of residents,

providing support structures for residents' well-being and creating a community spirit. It is a separate entity to the SCR, the Accommodation Office and the Students Union but works in conjunction with all of these bodies.

The JCR is most visible through the organisation of social events. As part of maintaining the welfare of students and improving the community spirit, the JCR organises parties, themed days, competitions and outings. Membership of the JCR is compulsory and payment of the annual subscription is mandatory; refunds of the JCR subscription will not be given to residents who leave early from Hall. The subscription income is the only form of funding the JCR receives and is predominantly spent on organised events and equipment (such as that in the music room); membership entitles each resident to the use of JCR facilities and equipment.

The office of the Junior Common Room is located on the second floor of Oldham House. Office hours are posted on each office door.

JCR COMMITTEE 2017- 2018 -

PRESIDENT -	David Ola -	president@trinityhalljcr.com
VP/TREASURER -	Con Bartels-	vptreasurer@trinityhalljcr.com
SECRETARY -	Stephen McMahon -	secretary@trinityhalljcr.com
ENTS -	Shane Keneally -	ents@trinityhalljcr.com
MUSIC -	Niamh McCay -	music@trinityhalljcr.com
SPORT -	Jaime González -	sports@trinityhalljcr.com
WELFARE -	Aoife Grimes -	welfare@trinityhalljcr.com
INTERNATIONAL -	Guille González -	international@trinityhalljcr.com
TECH -	Sinead McAleer -	tech@trinityhalljcr.com
COMMS -	Aideen Boardman-	communications@trinityhalljcr.com
PUBS -	Aoife McColgan -	publications@trinityhalljcr.com

The Trinity Hall Peer Support Network (PSN)

The Trinity Hall Peer Support Network (PSN) is a student run support network for any students in Trinity Hall having problems inside or outside college. All of the Peer Supporters are Trinity students and Hall residents themselves who are trained to listen and help with any issues a student may have. The Hall PSN is run as part of the College's overall network.

You can contact the PSN by phone or email to set up a time to meet with a Peer Supporter to discuss whatever is on your mind. Their contact details are posted on the Blue notice board in each house entrance lobby.

For more information see the link
http://www.tcd.ie/College_Health/healthpromotion/peersupport.php

Peer Support Network Participants 2017-2018

- Charlotte Brosnan
- Milan Hartney
- Caoimhe Landy
- Alex Agrios
- Maisy Dunne
- Orlaith Connolly
- Joshua McKee
- Muireann Ní Corcráin
- Maeve Carew
- Caitlin Pendlebury
- Étaín-Saoirse Suibhne Nic Eochach
- Joseph Ó Baoill

Trinity Hall Residents' Council

Trinity Hall Residents' Council deals with local issues. The Residents' Council meets at least once a term and its membership is as follows:

The Dean of Students (<i>Chairperson</i>)	Vice President JCR
President JCR	Treasurer JCR
The Senior Tutor	International Officer
The Warden	
The Accommodation Office	
An Assistant Warden	Secretary to the Committee
Facilities Officer	Director of the Botanic Gardens
Buildings Officer	

Accommodation Administrative and Operational Staff

The reception area of House 81 houses the Trinity Hall Accommodation Office, the Residential Services Attendants/Security Desk and the administrative offices for Hall. The reception area is staffed 24 hours a day. The staff of the Trinity Hall Accommodation Office are:

Accommodation Officer	Anne-Marie Looney
Operations Manager	Linda McCarthy

Allocations	Natalia Czachowicz
Executive Officer	Hellen Fennell
Residential Service Attendants (RSA)	John Carroll, John Phelan, Seamus Dunne, Derek Kavanagh, Paul Delaney, Gabrielle Taypley & Stephen Galvin.
Housekeeping Staff	Josie Crowe, Susan Edgeworth, Amanda Lynch & Jacqui Roche.
Maintenance Staff	Denis O'Donovan & Brian Terry.

SECTION 3 BASIC RULES AND REGULATIONS

Rules and Regulations

The rules and regulations of Trinity Hall are grounded in a basic principle of dignity and respect. Respect for self, neighbour, environment and the law, must be maintained at all times.

Noise

The most common complaint at Hall is that of excessive noise.

- Noise must be kept within reasonable bounds at all times. Noise regulations are in place limiting social gatherings to those occurring before 11.00pm and at all times during examination periods.
- Residents should be especially attentive to the way in which noise reverberates in the central courtyards and take care to have respect for fellow residents when moving through these at any hour.
- Residents should also take special care to respect Hall neighbours along Temple Road when walking to the Luas and on Dartry Road when walking to Dublin Bus.
- Failure to comply with these regulations may result in disciplinary action.

Fire safety equipment

- It is a criminal offence to tamper with fire safety equipment. Anyone tampering with fire safety equipment may be expelled under the Hall's disciplinary procedure.
- Fire emergency procedures are posted on the back of the main door in every apartment. Please read these carefully and note the location of the fire extinguishers and emergency exits. There are random fire drills during the year and your participation in these is compulsory. There is also a mandatory fire safety meeting at Hall at the beginning of the Michaelmas term.

The Fire Assembly Points are as follows:

Residents of House 79 (1, 2 and 3):	Car park in front of House 79
Residents of Houses 80 - 82:	Area A (Luce Box Grass Area)
Residents of Houses 83 - 86:	Area B (Beside Purser House)
Residents of Houses 87 - 91:	Area C (Outside McConnell Sports Hall)
McConnell Sports Hall:	Cunningham House Green
Greenane:	Car park in front of Greenane
Oldham House:	Area A (Luce Box Grass Area)

All buildings at Trinity Hall are designated as No-Smoking Areas in line with College policy:

‘It is the policy of the Provost, Fellows and Scholars of the University of Dublin, Trinity College to comply with the legislation on smoking and with legislation designed to protect the Safety, Health and Welfare of employees and others in the workplace. It is College policy to promote and facilitate good health among staff and students of the College. To this end all buildings and vehicles in the ownership or use of College are ‘smoke-free’ and smoking is prohibited within such buildings or vehicles, in enclosed entrances, porticos or tunnels and within a distance of 4m from entrance doors, opening windows and entrances to enclosed areas, tunnels or porticos’.

This includes e-cigarettes.

Overnight Guests

- All guests must be signed in at Reception before 11:00pm. All non-residents must leave Hall prior to 11:00pm, unless they have been registered in person.
- Resident hosts are responsible at all times for the behaviour and actions of their guests.
- Guests may be asked to leave Hall if they are too noisy or disruptive.
- Residents may only host one overnight guest at any time, and for no more than 2 nights in succession, without the permission of the Warden.
- Guests will not be admitted to Hall Campus after 11.00pm unless they are in the company of their host.
- Guests will not be allowed during the orientation weekend, the night of the Trinity Ball and during the main College examination period in May-June without advance permission from the Warden.
- Any resident who hosts overnight guests with what the Warden considers to be excessive frequency may, at the Warden’s discretion, be required to obtain advance permission from the Warden for each occasion that an overnight guest is to be hosted. The Warden may decline to give such permission.
- The Warden may prohibit any resident from hosting overnight further guests for a period of time at the Warden’s discretion.

- The Warden may suspend or restrict for any period the facility to host overnight guests where this is, in the Warden's view, in the interests of Hall residents generally or is of assistance to the management and operation of the facility.
- Failure to adhere to the above regulations will be treated as a potentially serious disciplinary offence, especially if the offence occurs during the examination period.

Security

It is a College offence not to give your name and produce your Student I.D. card to any member of Hall staff or SCR when requested to do so.

Assistant Wardens are responsible for the maintenance of good order in Hall. They must not be impeded in any way in the exercise of their duties.

The Disciplinary System

For incidents in Hall the Warden, or her deputy, administers the College disciplinary system. When a potential offence is reported to the Warden she will send for the student to meet her in the Warden's office for a formal meeting. The Warden may impose a fine, or other allowed sanction, where it is found that the student is in breach of a minor offence. If the resident disputes the Warden's findings they can ask for a follow-up meeting in the company of their College tutor. The procedure to be followed for major offences is outlined in the College statutes.

Residents should be aware of the fact that they reside in Hall under licence from the Provost and the Warden has the authority to revoke that licence and require a resident to vacate Hall.

Resolution of disputes or differences within an apartment

In a large community such as Hall, with people living in close confines with each other, it is natural that from time to time friction or disagreements may arise between people sharing an apartment. Common sources of friction are excessive untidiness, making noise at night or having unsigned guests. Examination time is often when these matters come to a head; however it is much better to deal with them earlier in the year. Rather than treat every incident within an apartment as a disciplinary one it is much better if the residents of an apartment work out their differences among themselves **if possible**. While all serious matters (or when residents fail to resolve the issue themselves) should of course be brought to the attention of your Assistant Warden, the following first steps should be followed, if possible, to resolve the tension within an apartment:

- Step 1. Hold an apartment meeting. All residents should get together and in a conciliatory fashion and non-confrontational manner, outlining their concerns/issues to one another.

Step 2. Notify the Assistant Warden for the apartment who will then chair a more formal meeting of all the residents within the apartment with a view to reaching an agreement.

Step 3. Notify the Warden. At this stage the matter potentially becomes a disciplinary one and may be dealt with accordingly. If the behaviour of a resident is deemed to be very anti-social that resident may be required to leave Hall.

SECTION 4 FIRE, PERSONAL SAFETY AND SECURITY ADVICE

Fire Safety Precautions and Equipment

Instructions for escape in the event of fire are posted in study bedrooms in Cunningham House and on the back of each apartment door in Houses 80 to 91. Information and the regulations regarding fire safety precautions are included elsewhere in this handbook (see appendix 1 Fire Safety Regulations).

Smoking is not permitted in any of the Trinity Hall residences.

Fire alarm, smoke detection and emergency lighting systems are installed throughout residences. These systems are tested on a quarterly basis and access is required to all rooms fitted with detectors. Testing periods of the alarm bells and system will be advised in advance on the notice boards in each house.

All residents MUST attend one of the yearly MANDATORY fire safety talks. Attendance is recorded and failure to attend will incur a fine of €100.

False Fire Alarm Activations

Detectors are sensitive. Residents are requested to take every care to prevent false fire alarm activations. When cooking, please keep kitchen doors closed, use the kitchen extractor fans and ventilate the room. The use of candles or incense sticks is not permitted anywhere in Hall. In Houses 80 to 91 the heavy use of aerosols or steam from the bathrooms can trigger the smoke detector heads. Therefore, please keep bathroom doors shut when using the shower and avoid spraying aerosols directly under or near the smoke detector heads.

It is a serious offence to tamper with detectors or maliciously activate a Break Glass Unit. In such cases the resident will be liable for the cost of the resulting service call (approx cost €160-€200) and may be prosecuted. Please note that faults immediately register on the control panel in the reception area.

Security & Insurance of personal belongings

Insurance cover for residents is included in the utility charges. For information on the cover provided students should download the Insurance Schedule on the following web page:

<http://www.tcd.ie/accommodation/living-in-trinity/fire-safety-security/>

Access & Keys

All residential houses have locking hall doors. It is important that these hall doors are never held open as this compromises the security of the house against the spread of fire and theft.

You must not give your keys to anyone else and are advised to keep your keys with you at all times. Students locked out of rooms may have to wait several hours before someone is available to let them in.

Replacement key cards may be purchased at the Smiles shop or from the vending machines in the reception area and brought to reception for programming. The onus is on you to find mislaid keys.

For security reasons, do not put your full name and address on the keys; initial, surname and 'Trinity College' is adequate.

If you are a resident of House 79 and lose your brass key the lock may be replaced for reasons of immediate security. In this event a charge of €60 will be added to your account. If the brass key is not returned at the end of the year a €15 charge will be added to the account for a replacement key.

The cutting of copy keys by outside locksmiths is prohibited and penalties will be imposed on any student found to have extra keys cut by an outside locksmith.

The following has been issued by the Chief Steward, Trinity College, Dublin.

Security Advice for Residents

- Ensure that your doors and windows are secured whenever your room is unattended and when retiring to bed for the night. Those occupying ground floor residences should pay particular attention to this advice and ensure bedroom windows are not left open in unoccupied rooms on the ground floor.
- Lock your room or flat doors when using the kitchen, showers or toilets. Do not jam open apartment doors even for a short time; this is a serious security and fire safety risk to you and all other Hall residents. Residents of apartments found doing this may be subject to a disciplinary meeting with the Warden resulting in a fine.
- When entering main doors to Houses be careful of strangers trying to enter with you. Be inquisitive – enquire of them who they are visiting. If you are not satisfied with their reply or you are suspicious of them, report the matter immediately to the Main Reception Desk (open 24 hours).
- Ensure that the house main door is secured after enter or leaving. Report to the reception desk any strangers or suspicious characters loitering in house corridors.
- Do not tag your key with your name or residence number. Never lend out your keys. If you lose your keys report the matter immediately to the Accommodation Office or to a member of security.
- Do not advertise your absence by putting notes on your doors e.g. to friends or visitors, stating that you are away. Nor should you pin notes or messages to other resident's doors. These are indicators that the occupiers are away from their rooms.

Security Advice for Your Personal Property

- Avoid having large amounts of money or valuables in your room or on your person.

- Keep items of value and money out of sight if occupying ground floor residences, do not leave them on the window ledges.
- Record the serial numbers of items (especially bikes) bearing them and mark property with an indelible pen or by using tipex. Marked property is hard to dispose of and criminals usually ignore it.
- Large and unwieldy items, such as shopping trolleys should not be brought into the buildings as they may impede residents' exit from the buildings in the event of an evacuation. If such items are found within a House you may be subject to a disciplinary meeting with the Warden.

Security Advice for Your Personal Safety

- Confine your walking to well lighted and regularly travelled routes.
- Report any lighting out of action to College Security on campus or the reception desk at Trinity Hall.
- Always report anything, which could be deemed a safety hazard i.e. open manhole or drain cover, unprotected road works, obstructed pathways etc.
- Report to the Reception desk any suspicious persons or activities which you may come across on or around the grounds.
- Security is a common concern. Please play your part by being aware, being alert, and communicating any concerns.

Section 5

TRINITY HALL USEFUL INFORMATION

Mail

Due to the daily volume of mail arriving at Trinity Hall, it is vital that it is addressed properly as follows:

NAME, ROOM NO. (E.g. 85.15.02) TRINITY HALL, Dartry Road, Rathmines, Dublin 6.

Incoming mail for residents in Houses 80 to 91 is put in the post box for their apartment which is located along the outside wall of the reception area. Mail for Cunningham House Residents (House 79) is sorted alphabetically and placed in the mailboxes to the left of the reception desk. Students are strongly advised to provide their own padlock for post boxes outside of the reception area. Students will be notified if they have received a parcel, registered letter or item that will not fit in their mail box and may collect it from reception on production of their ID card.

Hall does not offer a mail redirection service. All mail for residents who are no longer living at Hall will be returned to sender. Residents need to make arrangements with those from whom they expect mail to be delivered and An Post for mail redirection services once they have left Hall.

Telephone Numbers

Due to the number of residents living here, the Hall Office cannot take non-urgent personal messages for students. In the case of an emergency, contact the Hall Office on: +353-1-4971772 (staffed 24 hours a day).

Social Activities, Amenities and Use of Facilities

Social activities play an important role in the life of Trinity Hall. The JCR liaises with the SCR and sometimes the SU to regularly provide various forms of relaxation and enjoyment. Events include day and weekend trips to places of interest, functions such as nights out to clubs, showing films and themed days. Frequent sporting events and competitions are run throughout the year, and range from football to pool to Trinity Hall Ball.

Assistant Wardens will also organise a number of parties, activities and events during the year. Such events provide an opportunity to get to know the other residents living in your House in a relaxed and fun setting and also allows you to get to know your Assistant Warden better. During the first weeks of term you and your house-mates will be invited to an informal gathering hosted by your Assistant Warden'. This is to ensure that all residents are settling in to Hall and to provide you with an opportunity to find out more about how to make the most of your time in Hall.

The majority of the communal areas open to Trinity Hall residents are located in Oldham House. Access to Oldham House and the McConnell Sports Hall is via the main steps leading to the front door and is by key card swipe. Access to Oldham House is from 8.00am to 11.30pm. Residents wishing to hold functions and events can book various rooms and areas throughout the communal social

space. To book a room contact the reception desk at least 5 working days in advance of the function date; a booking form must be completed.

See link to the event policy

http://www.wardentrinityhall.tcdlife.ie/Documents/Events_Booking_Arrangements.doc

See link to function booking form.

http://www.wardentrinityhall.tcdlife.ie/Documents/Event_Form.doc

See link in relation to serving food and alcohol

http://www.wardentrinityhall.tcdlife.ie/Documents/FoodandDrink_Regulations.pdf

Social Space

Building	Description
OLDHAM HOUSE	
JCR Lounge	Recommended area when there is to be catering at an event. Small food service area and seating. Max capacity 100. Subject to availability.
Games Area	Contains a variety of games equipment such as a futsal table, and a snooker table.
TV Room	1st floor of Oldham – contains a TV, video and DVD Max 50.
Reflective Room	Stairs return - reserved for those who wish to meditate, pray or take some quiet time out for themselves.
Computer Room	Operated by ISServices -computers and printing facilities for residents use.
The Library	2nd floor -for use as a quiet study area.
Squash Courts	There are two squash courts in the Sports Hall area, which are bookable at reception.
MC CONNELL SPORTS HALL	
Main Hall	Open 5.00pm to 11.30pm Mon to Fri, & 10.00am to 11.30pm on Sat and Sun - squash court, basketball and badminton facilities, and changing rooms. Max capacity 360
The Music Room	For use of members of the Trinity hall music society for instrument practice.
MAIN RECEPTION AREA	
Smiles Shop	Operated by REHAB Enterprises – small convenience store – watch out for regular emails on special offers etc.
The Launderette	Coin-operated automatic washing machines and hot-air tumble driers- open from 8.00am to 10.30pm
Canteen Gr floor house 80 end	Relaxation area, games books, wide screen projector and much more. Max capacity 100
Mezzanine	Carpeted social space (designated as a dry area – no alcohol or food allowed) used for Pilates/yoga classes. Max capacity 175.

Trinity Hall Music Society

Trinity Hall Music Society is a JCR-run initiative, which serves to provide a musical outlet to Hall residents. Members have access to the music room that

contains some equipment and caters to both bands and solo musicians. Society members will also be running open-mic nights, performances and other live shows throughout the year. It is completely separate from societies within Trinity, and is led by a resident of Hall. To be a member and use their equipment you will have to pay a refundable deposit.

Recreation and Sport

Hall sports are organised by the Sports Officer. Teams are entered in inter-house sport leagues. If the sport you play is not offered every effort will be made to make it available. Competitions organised by the JCR Committee usually commence in Michaelmas term. Details will be displayed on the notice board in the JCR and in each House.

Parties

No parties may be held in study-bedrooms or apartments. Common room areas in Hall must remain available for the collective use of all residents, unless pre-booked with an event form submitted and permission granted.

Thinking of Leaving Early?

For those wishing to leave Hall before the end of the agreed tenancy period please see section 5 of the Conditions of Occupancy which deals with early departure from rooms.

It is important to note that all correspondence with regard to moving, leaving or extending in rooms must be communicated in writing directly to the Accommodation Office (by email to Trinity.hall@tcd.ie or letter). Due to the important nature of this information it is not sufficient to pass it on to the RSA staff who staff reception outside of office hours and weekends – it must be communicated in writing directly to the Accommodation Office at Trinity Hall.

Residential Cleaning

Hall Housekeeping staff clean the circulation area of residences such as staircases and landings.

College aims to ensure that good housekeeping and hygiene standards are maintained throughout residences, in order to ensure the wellbeing of all residents. It is important that the bedrooms and kitchens are maintained in a good condition. Residents are responsible for cleaning within their own bedrooms and jointly responsible for the shared space within apartments. Residents are advised to agree a roster for cleaning shared areas.

Vacuum cleaners are available within each apartment, and should be used on a regular basis. Vacuums are fitted with reusable (empty-able vacuum bags) or extra disposable vacuum bags can be picked up at reception. If you require any help or advice ask a member of the Housekeeping staff.

Quality Assurance room checks (QA's) are carried out by the Operations Manager in conjunction with the Housekeeping Staff once during each term. This involves a very brief visit to all rooms. The purpose of the inspection is to

identify any serious defects, necessary maintenance, potential hazards or areas where cleanliness or hygiene could be improved. The visits also give us an opportunity to offer advice on recycling and good housekeeping with the aim of ensuring that you do not incur any additional cleaning or dilapidations charges on your departure from rooms.

Notification of room QA's will normally be posted one week in advance, within the house. Once your room has been inspected a note will be left stating that the visit has occurred. If your rooms are found to be in an unsatisfactory condition you will be notified to this effect. You will then be requested to clean the rooms within a specified time period, at which time the rooms will be rechecked. If your rooms are still found to be in an unsatisfactory condition you will be notified and staff from the housekeeping department will clean the rooms with the relevant costs being charged to your account.

Pre Departure Clean up - It is important to note that it is the joint responsibility of ALL residents living in an apartment to clean it at the end of the year prior to departure. It should not be left to the last person leaving to clean the kitchen and communal areas.

There are signs in each kitchen with cleaning tips and maintenance notes to help you with organising and keeping your private and common areas tidy and clean. Residents are strongly advised to wash their mattress protector and bathroom shower curtains during the course of the year, Mattress protectors can be washed at 30degrees and dried on a cool cycle in a tumble dryer. Shower curtains can be washed at up to 60 degrees and should be rehung wet and left to air dry. Routine washing of these two items will ensure they are left in good condition at the end of your period in rooms.

Bedroom Ventilation

Due to the nature of modern building design and the use of central heating in the winter condensation can occur on the bedroom windows. At the top of the opening window underneath the blind there is a small plastic vent strip which when pulled downwards opens, allowing a small gap which acts as an air vent. Leaving this open is an ideal way to ensure circulation of fresh air to your room without letting in too much cold air from outside.

Faults and Maintenance

Routine faults requiring maintenance should be reported to the Trinity Hall Office by e-mail to thalfix@tcd.ie .This email address is checked throughout the day during office hours (9.00am-5.00pm Monday to Thursday & 9.00am-4.00pm on Friday). Please note this email is NOT checked at weekends or on days when the College is closed for official college and Bank Holidays.

Any urgent maintenance occurring in or outside office hours (e.g. power outages, heat/water issues, leaks or door locks out of order) must be reported at reception to a staff member or outside office hours to a Residential Services Attendant (RSA) who may call in Buildings Office staff. A maintenance request form must also be filled in, clearly identifying the nature of the problem. Maintenance request forms are available at the reception desk 24 hours a day.

The Buildings Office deals with all the issues on the basis of urgency. Once the problem has been attended to a docket with the outcome or feedback is left in the room for student's information.

Room Inventory

All residents are issued with and requested to complete the room inventory checklists on arrival. Further copies of these can be obtained from the reception desk. It is important that these are completed fully and any missing or damaged items are noted. Residents are strongly advised to record any of the following: (e.g. chips or marks on paintwork and walls, cracks in plaster work, broken ceiling tiles, broken fridge/freezer shelves, tears on seat pads of chairs, marks and stains on lino, carpet, furniture, notice boards, doors etc. Do not assume that somebody else will report damages for you. If these items are not brought to the attention of the Accommodation Office shortly after arrival you may be charged for these when you depart in May.

Damage in study-bedrooms and apartments is the responsibility of the occupant(s). In the case of disputed responsibility the Accommodation Office should be informed.

Please remember not to note urgent maintenance on your room inventory, urgent matters need to be reported at the reception desk.

Recycling

At Trinity Hall we operate an active recycling policy and appreciate the co-operation of all residents with this policy. Various recycling receptacles are available for glass (clear, green, and brown), cardboard, organic waste, drinks cans, newspapers and magazines, batteries and general waste. These are located within the various designated recycling bays around the site, with the exception of the battery and printer cartridge-recycling units which are located in the reception area.

In order to conserve energy residents are encouraged to avoid any unnecessary electricity wastage by switching off lights and electrical appliances when not needed.

Electrical Equipment

It is the student's responsibility to ensure that any electrical apparatus used in his/her room and/or apartment is electrically safe and in good repair. The Accommodation Officer can arrange for an electrician to check any questionable items. No electrical equipment which is the property of the Hall may be altered in any way. The local voltage is 240 volts. All rooms are fitted with square pin power sockets. Power circuits must not be overloaded. The maximum load for a single room is 7 amps (about 1700 watts) and for a double room 10 amps (about 2400 watts). If a fuse blows, contact the staff in the reception area. In the event that residents overload sockets causing a fuse to trip and necessitating callouts of electricians, students will be charged for the cost of the callout.

How to Connect Your Computer to the College Network

The TCD Wireless network is available in the accommodations, as well as a wired data network point in all bedrooms. Unfortunately IT Services will not make the kitchen data points live, However the kitchens are covered by WiFi. Wireless hotspots are available in Cunningham House (note there is no wired network in this area), the canteen, Oldham House and reception area. There are also various other wifi hotspots around the site.

IT Services run a self-service Network Admission Control (NAC) system for students in residences to connect their personally owned computer to the student network from their room 24/7 for more information see the links below:

http://isservices.tcd.ie/students/new_students.php

<http://isservices.tcd.ie/network/tcdconnect.php>

NOTE: If you want to use the wired network will need a network cable; these are available from the Smiles shop in Block 1.

To report data port or network problems you must contact IT Services by one of the following:

- website www.helpdesk.tcd.ie
- phone call (+353-1-8962000)
- e-mail helpdesk@tcd.ie
- walk-in helpdesk on the ground floor of Áras An Phiarsaigh building in college.

Electronic Locks - Houses 80 to 91

The electronic locks fitted to various entrance doors and the hall door of each apartment are designed to lock when the door is closed. To enable residents to move between the shared areas of the apartment and their bedrooms the locks on bedroom doors are programmed differently. These locks are programmed to lock only after a key card has been passed through the reader. Therefore to lock a bedroom the key card must be used. If privacy or security is required while the occupant is in their bedroom then the card should be passed through the reader on the outer side of the door before entry and the door will then lock when closed. For added security the door is also fitted with a 'dead shot' bolt.

All new apartments are equipped with a door-answering intercom and door release mechanism. Apartments may be paged from the Courtyard areas by keying the apartment number into a keypad.

Cars and Motor-Cycles

Parking on the grounds of Trinity Hall is strictly controlled. Illegally parked cars will be subject to clamping and vehicle owners liable to pay a charge for removal of the clamp. The vehicular entrance is through a controlled barrier system at the front gate. Only cars with valid permits or a valid reason to enter the grounds will be allowed access the site or park on the site.

Any resident wishing to obtain parking at Trinity Hall for a motorised vehicle must obtain the permission of the Accommodation Officer at Trinity Hall and will be issued with a parking permit, which must be displayed at all times on their vehicle. Parking permits will only be issued to residents who are the registered owners of the vehicle to which the permit relates and who produce evidence of up to date insurance, road tax and a full driving licence in respect of that vehicle. No commercial vehicles are to be parked on the grounds.

In order to receive a parking permit a €50 fully refundable deposit must be left with the accommodation office – this will be returned once the permit is returned to the accommodation office when the resident leaves hall. The number of permits issued each academic year is limited and residency at Hall does not carry the automatic right to the issue of a permit.

Temporary visitor parking is strictly limited to a maximum period of 48 hours, consecutive temporary permits will not be issued, there must be a minimum lapse of 48 hours between the issue of another visitor permit. Requests for temporary permits must be made to the Hall Office or to the RSA on duty outside office hours. Their issue is subject to the number of temporary permits already in use and proof that the vehicle driver holds a full licence and appropriate insurance cover.

The University of Dublin and Trinity Hall accepts no responsibility for theft or damage to vehicles parked on the premises.

For more information parking see appendix III

Bicycles

Residents must put their bicycles in the parking areas provided. Motorbikes may be parked in the same area. **Under no circumstances may bicycles be brought inside any of the buildings, kept in study bedrooms or apartments, or parked in the entrance corridors or locked to railings.** If you do so the bicycle will be removed and you will be required to make a compulsory donation to a charity for the Homeless, in order to have it returned.

The importance of insuring bicycles and of noting their frame numbers must, regrettably, be emphasised. A strong chain to secure your bicycle is also essential. Bicycles must not be left on site during the summer months; when residents are no longer living at Hall all abandoned bikes will be removed from the bike racks and disposed of during the Summer.

The University of Dublin and Trinity Hall accepts no responsibility for theft or damage to bicycles parked on the premises.

Health and Wellbeing

The College Student Health Service covers all post graduate and undergraduate students throughout the year. There is no charge for routine consultations and up to date information on services is available from the College web site under Student Health http://www.tcd.ie/Student_Health/ . It offers comprehensive health care services including physiotherapy and psychiatric support. Additional services provided include contraception advice, routine injections, emergency

contraception, vaccinations, phlebotomy, STD testing, general health advice, etc.

The College Health Service is open from 9.00am to 5.00pm Monday to Friday in the Health Centre, and is located underneath Houses 47 a residential block adjacent to the Rugby Pitch. Appointments are necessary. Urgent care is accommodated at 9.30am and 2.00pm by nurse triage. There are also nurse-run clinics in the College Health Service.

Out of hours medical services are available by phoning DUBDOC (evenings 6.00pm to 10.00pm; weekends and bank holidays from 10.00am to 7.00pm). The telephone number for this service is 01-4545607. This service is based in St. James's Hospital. Students (with the exception of Non Irish EU students or students with medical cards) will be responsible for any fees incurred for consultation or home visits.

Or LUKE-DOC (01 406 5134)

Outside these hours please telephone Medi Serve (01-4539333), who will send a doctor on request. Students with the exception of medical card holders will be responsible for any fees incurred for home visits.

Alternatively, students may attend the Cambridge Health Centre by appointment which is located nearby at Cambridge Villas, Belgrave Road, Dublin 6 (tel. 01-4973917). This is not a free service to all students but we have negotiated a reduced fee for Trinity Hall residents.

If you are unwell you should notify the Hall Office. If you are feeling too unwell to leave your bed you should get a friend to do this on your behalf. If a doctor's visit is essential, the office will arrange this for you. Please note that the student is responsible for all payments for out of hours calls and domiciliary visits. There is no nursing service available in the Hall; anyone with more serious or infectious illness may be sent home or hospitalised.

It is important to notify the Hall Office if you have organised a home visit by a medical practitioner. In this way, the staff can direct the medical practitioner to your room on arrival. The same guideline applies if you have occasion to call an ambulance.

Students, with the exception of medical card holders or EU students with E108 or E109 or the new European Health Card or students with evidence of UK/Northern Ireland residence, are responsible for any fees or charges incurred for medical treatment. Hospital treatment is supplied under the Hospital Services Scheme. Students will be responsible for any charges and fees incurred as a public or private patient while in hospital. The College Health Service is not responsible for medical attention not sanctioned by one of its medical officers.

Students who are entitled to free medical cards should apply to the Department of Health when registering at the beginning of each academic year. Failure to produce your card and/or number may cause delay and expense in obtaining

treatment.

It is strongly recommended that students from the European Union should obtain, from their country of origin, either an E.108 or E.109 form or the new European Health Card. Either form entitles the student to free medical service.

Any resident who contracts a notifiable communicable disease that could by airborne means infect other residents sharing accommodation, is required to notify the Hall Office at the earliest opportunity. In this event the Hall Office may take advice from the College Health Service and public health authorities. The resident shall comply with the terms of that advice. Please note this would include mumps and measles.

Student Counselling Services at Trinity Hall

The TCD Student Counselling Service offers a satellite service based in Oldham House. Counsellors will be available on site from Tuesday to Thursday during term time to provide the following services:

- 1:1 professional confidential counselling
- Evening appointments available
- Drop-in appointments available
- Open workshops on specific topics as needed (e.g. anxiety, exam stress, managing mood, relationships etc.)
- Group consultations available if requested e.g. if concerned about a flatmate or if flatmates are having difficulty getting along.
-

The transition to college and living away from home for the first time can be both scary and exciting. While some students have the time of their lives, many can find it really overwhelming. If you find yourself struggling (e.g. difficulty getting out of bed, missing lectures, socially withdrawing, feelings of sadness, anxiety or panic, excessive alcohol use etc) please book an appointment sooner rather than later. It can really help to have someone objective to talk to, and your counsellor will provide you with non-judgmental support and refer you on to any other support services that could help you.

Counselling appointments can be booked by phoning the main SCS number on 01 8961407 and requesting an appointment in Trinity Hall. The Assistant Wardens or JCR welfare team can also help you arrange an appointment.

Updated information about drop-in appointments and upcoming workshops can be found on the SCS website and by following TCD Headspace on Facebook and/or Twitter.

<https://www.facebook.com/TrinityHeadspace>

https://twitter.com/TCD_Headspace

http://www.tcd.ie/Student_Counselling/

Grounds

Please keep the grounds of the Trinity Hall site tidy. They provide a pleasant environment within the city of Dublin. The pond is an attenuation pool and the water is not suitable for human consumption or for bathing. Students are welcome to visit and enjoy the public areas in the Botanic Gardens located on the Trinity Hall site. Ball games are not allowed in any area of the Trinity Hall site. Please make every effort to contact a member of the Hall staff or the SCR if you should witness any acts of vandalism in the grounds.

Trinity Hall Residents and our Neighbours

Trinity Hall is located in a quiet residential suburb and all of us who live in Hall have a responsibility to ensure that we live in harmony with our neighbours. In interacting with our local environs Hall residents should afford our neighbours the highest levels of respect. In particular residents are asked to avoid making noise late at night when coming to and from Hall be it on the way to the bus stop or Luas stop. Please use the bins at all times and do not carry open bottles or cans on the streets.

We are lucky to have a well serviced network of public transport connections at our door step but it only takes a small amount of anti-social behaviour to run the risk of a curtailment or even withdrawal of services.

Disciplinary sanctions may be levied on any resident, or their guests, who are found to be acting in a manner that damages the relationship with our neighbours or brings Hall and Trinity into disrepute.

The Warden is responsible for the maintenance of good order and the welfare of the residents in Trinity Hall. The privilege of holding a place in Trinity Hall may be withdrawn in the event of a serious breach of the regulations relating to occupancy, or if you commit a breach of College discipline.

Conditions of Occupancy

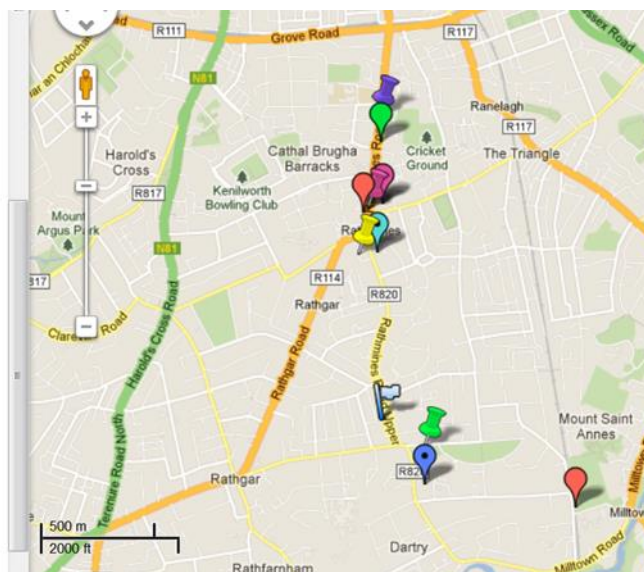
The terms and conditions under which rooms are allocated to you are detailed in the booklet 'Conditions of Occupancy'. Students are required to sign the agreement form indicating that they have read and agree to abide by the conditions of occupancy. Where students are under the age of 18, this form must be signed also by a parent or legal guardian.

Students in arrears of payment of College fees or incidentals accounts forfeit their rooms.

SECTION 6 FREQUENTLY ASKED QUESTIONS

Map of facilities near Hall

-  Trinity Hall
-  LUAS
-  140 Bus stop
-  Local Shops
 - Tesco
 - Late Shopper
 - Chemist
 - Off Licence
 - Butchers
 - Cafe
-  Tesco
-  Post Office
-  Swan Centre
 - Dunnes Stores
 - Cinema
-  Aldi + Lidl
-  Bike Shop
-  ATM's
-  Carphone Warehouse

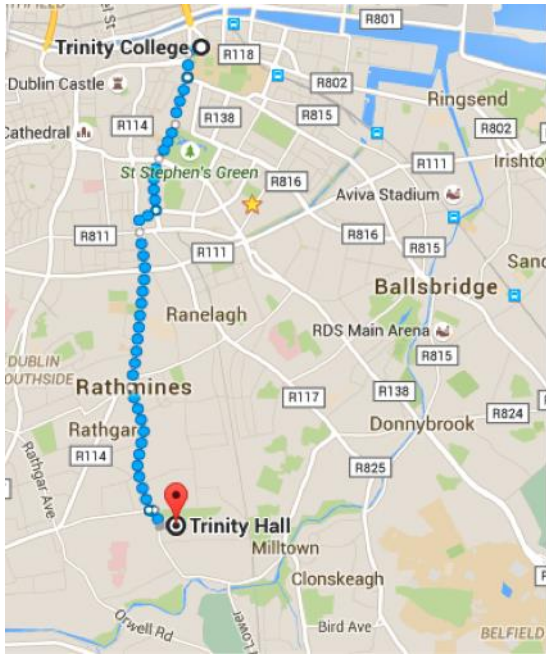


Maps of the TCD campus can be found at www.tcd.ie/Maps

TRANSPORT

How do I get to College?

Walking: It's environmentally friendly, it's free and it's good for you. You arrive in College full of energy and in the evening, you can relax and clear your head while walking back to Hall. The easiest way to walk to the main TCD campus is through Rathmines. A map of the walking route between Trinity College and Trinity Hall is shown below. It takes approximately 52 minutes to walk this route.



Be cautious while walking after dark as you would anywhere. And please remember: never walk on your own when coming back from a night out.

BUS/LUAS: Here in Hall, we're great fans of public transport. It's good for the planet and stress-free. You get on, sit down with a book or your favourite music on your iPod (just don't crank the volume too high - others might want to travel without your music choices) and enjoy the views. And you're in College in no time (usually around 20-30 minutes). Please exercise a normal level of caution when travelling to and from Halls in the evenings.

Dublin Bus: 140

The 140 stop is located right beside Trinity Hall - go outside the main gate, turn right and at the traffic lights, turn right again. You will see the bus stop approximately 100m on your left-hand side. The 140 service is quite regular and you can usually depend on its' timetable.

The 140 bus is a great service, so please remember to behave in a civil way at the bus stop and on the bus too (especially in the evening). Bus inspectors regularly patrol the stops so please keep your ticket on you at all times of the journey

How much is the bus?

Tickets are €2.70 cash and €2.05 with a Leap Card (if paying cash you have to have the exact change - NO CHANGE IS GIVEN. For example, if you have a €3 in coins you will receive a refund stub for 30 cent, which you can then take to the main Dublin Bus office on O'Connell Street and exchange it for money).

But you do not need to worry about coins and change – if you want to you can get a pre-paid smart card (Leap Card)! There are several different ones to

choose from to suit your lifestyle. The best thing is to go to www.dublinbus.ie and read all the info there.

What about student discounts?

Oh yes - you can save money. To avail of discounted Dublin Bus and Luas tickets, you need to buy a **Student Leap Card**. You can get this from the Students' Union Shop in Trinity. Details can be found at <http://www.studentleapcard.ie/#about>

If you are 18 years old you are also eligible for a Child's Leap Card until your 19th birthday, this is cheaper again.

I heard that there is a tram nearby too.

Yes, it's true. It's called LUAS and detailed information can be located at www.LUAS.ie

It goes direct to the city centre (St. Stephen's Green) and then you have a short walk to College..

The walk to the Milltown stop takes 7-10 minutes (you can count it as part of your daily workout), but the tram is great and very reliable. However, it's also very popular and it might be difficult to get on it in the morning (between 8 and 10am). Sometimes you might have to let two or three trams go before you can squeeze yourself in among all the other commuters.

To reach the LUAS stop go out the small white side gate and turn left onto Temple Road - at the end of Temple Road, turn right and you will see the Milltown LUAS stop on your left-hand side. Please be quiet if you are walking this route at night as there are children and elderly people living in the houses on this street who may be trying to sleep. You can buy tickets at the machine located at the stop (€2.30 one way without the leap card, or a variety of weekly/monthly cards).

Do not attempt to travel on the LUAS without a valid ticket. It may appear tempting to hop on without a valid ticket, however, ticket inspectors are everywhere. An immediate penalty of €45 is issued to anyone without a valid ticket or ID.

I want to cycle.

Dublin is great for cycling (it doesn't really rain all that much). You need to stay safe though, so always wear a helmet and a high visibility vest. Choose a safe route and stick to the cycle lanes where provided. There is a cycle route from Rathmines into town. Watch out for the buses - sometimes they can't see you!

There is a bike shop in Rathmines (main road, past ALDI supermarket) – a 20 min walk from Trinity Hall. There are also several bike shops in the city centre, although prices vary greatly, so shop around.

You can lock your bike to the bike stands in Trinity Hall, but you cannot keep your bike in your room/kitchen or hallway. Please use a solid D-lock to lock your bike when you are not using it, even inside the gates of Trinity Hall. Other locks can be tampered with and result in your bike being stolen. D-Locks are stronger and will help ensure your bike is not stolen.

Avoid fines! Cyclists in Ireland can get on the spot fines. Please cycle with care to avoid these fines. More information is available at <https://cyclist.ie>

How do I get back to Hall?

Bus: Leave main campus through the ARTS BLOCK exit - turn left, the bus stops are situated along Nassau St.

LUAS: Leave main campus either through Front Gate or the ARTS BLOCK exit. If you leave through Front Gate, turn left, and continue up along Grafton Street until you reach St. Stephen's Green and the LUAS stop. If you take the ARTS BLOCK exit, continue up along Dawson Street and then turn right at St. Stephen's Green, you will see the LUAS stop on your left-hand side.

What about taxis?

Taxis can be very convenient and not that expensive. A taxi to and from the city centre should cost you around €12 (depending on traffic and time of day).

Always take a taxi when coming back from a club/pub at night. It will cost you a couple of euro if you're sharing.

Taxi to the airport is at around €25-35 one way – depending upon traffic. Another way to get to the airport is by hopping on the AirCoach (www.aircoach.ie). To get to the airport the coach departs from Dawson St. and from the airport to town it will drop you at Front Arch of College. It is €7 each way and very reliable.

Map would be handy, do you have one?

If you wish to purchase maps of the city centre or surrounding areas, Reads of Nassau St. is an excellent place to go. It is also a good place for all your stationery requirements for college.

THE ESSENTIALS

FOOD

Where do I buy my food?

There's a great little shop right in the middle of Trinity Hall - just behind the reception in the Canteen. It's run by Rehab and you can get all your essentials there. For bigger shopping trips you will have to venture outside.

There are several shops located just 7 minutes from Trinity Hall (Tesco Express, Late Shopper, off-licence, delicatessen, butchers). Go out of the main gate, turn right and then continue walking up past the traffic lights towards Rathmines. You will see the shops on your left hand side. If you continue walking for another 10 minutes you will reach Rathmines. You will find a larger Tesco and Dunnes Stores there (Dunnes is inside the Swan Shopping Centre). In Rathmines you will also find a whole variety of shops, cinemas, cafes, restaurants, etc. Aldi and Lidl are also located on the main street and are great for those looking for groceries on a budget.

Remember in Ireland there is a 22 cent charge for every plastic bag you need, so it's a great idea to get a few of the more durable and environmentally friendly type of bags to save you money throughout the year.

MONEY

Where do I get my money from?

You will have to walk up to Rathmines, where there are plenty of ATMs (Bank of Ireland, AIB). There are also ATM machines in College (beside the Dining Hall and in the Hamilton).

The Smiles shop on-site also offers a cash-back option with a minimum spend of €3.

CLOTHING & LINEN

I need bed linen/towels and lots of other things!!

It's amazing how many things we need and take for granted when we live in our family homes, bed linen, towels, mugs, pots, pans. Don't fret - you can get all of this (and more) very close to Trinity Hall.

Store	Locations	What it sells
Dunnes Stores	Swan Shopping Centre	Crockery/Cutlery/Kitchenware

	Rathmines. Stephen's Green Shopping Centre. Nutgrove Shopping Centre.	Bed linen/Towels
Argos	Dundrum Shopping Centre. Stephen's Green Shopping Centre. Nutgrove Shopping Centre.	Crockery/Cutlery/Kitchenware Bed linen/Towels
Penny's	Dundrum Shopping Centre. O'Connell Street – City Centre	Bed linen/Towels

You can take the LUAS to the Dundrum Shopping Centre (don't get off at Dundrum LUAS stop – get off at the **Ballaly** stop instead then follow the signs to the centre as it is much closer). There you will find plenty of shops with varying prices where you can purchase your necessities. Dundrum has a great cinema with student discounts, restaurants, theatre, and hundreds of shops and can be found at www.dundrum.ie

Argos is a shop which stocks almost everything. You choose things from their catalogue, go to the store and pick them up there. There will be a number of Argos catalogues located in Oldham House at the start of the term. You can also view their website www.argos.ie

Where can I wash my clothes?

There is a launderette on site with washing machines and dryers. It costs €4 per wash and approximately €2.00 to dry clothes. Machines take 20c, 50c, €1 and €2 coins. You will be able to buy washing powder etc. from the shop on site.

INTERNET, COMPUTERS & PHONES

How do I connect to the Internet?

You will be able to connect to the Internet in Hall, but first you need to register as a student in Trinity College. This means you need to get your student card and your network username and password.

Can I connect my private computer?

Yes, but you will need to check whether your computer is compatible with the college network.

How do I know whether my computer is compatible?

There is wired (modern accommodation) and wireless internet options in Trinity Hall. You need to check what operating system is installed on your computer (see more info below). You will also need:

- Network card (to connect to the Internet in Hall)
- Wi-Fi card (WPA Enterprise compatible) if you want to use wireless.
- Network/Ethernet cable for the wired network. You will be able to buy one in the Student Union shop in College.

If computers are not your thing and you need more support please check the IS Services web site: www.isservices.tcd.ie

We know computers are important and not being set up on them on time could lead to fretting parents and disconnected friends. Therefore we have an added level of support specifically for the residents of Trinity Hall. There will be network clinics running on site in Hall to help students set up their computers. Your JCR technical officer will be able to tell you about these clinics and help you and your computer connect to the world wide web!

Which operating systems are supported?

Remember that in Trinity Hall you will be connecting through NAC –the [network admission control \(NAC\) system](#)

More information is available at the link above and the IS Services web site: www.isservices.tcd.ie

Further support will be available at network clinics in Hall.

I don't have a mobile phone - How do I get one?

If your phone from home is unlocked (can work with any SIM card), you can purchase a prepaid SIM card from any of the operators (Vodafone, Meteor, Three (3), and Tesco) at a small cost. If you need a new phone (phones from North America/Asia might not work in Ireland) you should shop around for good offers. There is a Carphone Warehouse shop located in Rathmines - they sell phones from all the operators working in Ireland and could offer you advice on price plans/models. You might even find a good offer with cheap phone calls to your home country.

APPENDIX I FIRE REGULATIONS AT TRINITY HALL, GENERAL FIRE SAFETY

Keep all fire doors closed, especially those in the corridors. Never tamper with the fire fighting equipment or the alarm system.

ACTION ON DISCOVERING A FIRE

RAISE the alarm by breaking the glass in the nearest alarm switch (red box on wall).

LEAVE the building and go to the Assembly Point which has been designated for your house.

INFORM the Residential Services Attendants as fully as you can about the fire.

DO NOT fight the fire unless you are trained or your only escape is blocked by fire.

ON HEARING THE ALARM

CLOSE but DO NOT lock all doors and windows.

WALK to the nearest exit. DO NOT RUN.

REPORT to your ASSEMBLY POINT (this is indicated on the fire safety notice for your apartment or study bedroom).

DO NOT ENTER A BUILDING WHILE THE FIRE ALARM IS SOUNDING.

DO NOT USE THE LIFT.

Means of Escape

Check the means of escape from your room and house ON THE DAY YOU MOVE INTO ROOMS. Generally they are as follows:

- (a) Cunningham House (House 79), the main staircases act as escape routes.
- (b) Houses 80 to 91 - the main staircases act as escape routes.

Assembly Points

The Assembly Points are as follows:

Residents of House 79 (1, 2 and 3): Car park in front of House 79

Residents of Houses 80 - 82: Area A (Luce Box Grass Area)

Residents of Houses 83 - 86: Area B (Beside Pursar House)

Residents of Houses 87 - 91: Area C (Outside McConnell Sports Hall)

McConnell Sports Hall: Cunningham House Green

Greenane: Car park in front of Greenane

Oldham House: Area A ((Luce Box Grass Area)

Fire Escape, Warning and Safety Equipment

Please report immediately any interference with, or damage or deficiency in the fire and safety equipment located in your house. You owe it to yourself and your fellow residents to avoid the possibility of starting a fire or compromising safety by play acting (or condoning such action) with means of fire fighting, fire warning or fire escape.

Extracts From:

Fire Services Act 1981

It shall be the duty of every person, being on the premises to which this section applies, to conduct him/herself in such a way as to ensure that as far as is reasonably practicable any person on the premises is not exposed to danger from fire as a consequence of any act or omission of him/hers.

Penalties

A person guilty of an offence under this act shall be liable on summary conviction to a fine not exceeding €635 or, at the discretion of the court, to imprisonment for a term not exceeding 6 months or to both the fine and the imprisonment.

The Board of the College has resolved that tampering with or misuse of fire equipment or means of escape, is a most serious offence against the college community.

APPENDIX II FIRE PREVENTION CHECK LIST FOR RESIDENTS AT TRINITY HALL

1. Checks to be carried out before retiring at night

Ensure that all litter bins do not contain smouldering materials.
Do not leave litter bins under or near any combustible items, for example, desk, tables, curtains, etc.

Switch off all electrical equipment and pull out all non essential plugs.

Ensure that access to escape exits is unobstructed.

Check your electric blanket. Ensure that the draw cords are firmly secured to the mattress.

2. Checks to be carried out before leaving your apartment

If you are the last person to leave the apartment, ensure that all internal doors are closed and that you carry out the checks detailed in paragraph 1 above.

When leaving the building ensure that all fire doors are properly closed.

3. General precautions

Do not use multiple adaptors or extension leads without specific approval from the Hall

Office.

Do not leave cooking appliances unattended when in use.

Do not leave unattended any food being cooked in your kitchen.

Do not interfere with the electrical service or fuse boards.

Do not use chip pans.

Do not leave burnt food debris in the ovens or operate the oven when it is dirty. Ovens should be cleaned regularly.

Familiarise yourself with escape routes, the location and type of fire fighting appliances and fire drills. The Warden and his Assistant Wardens are the residential fire wardens and will be overseeing the arrangements for Fire Drills during the year.

Report immediately to the Trinity Hall Office any defective or missing firefighting appliances.

APPENDIX III PARKING PERMIT HOLDER INFORMATION – TRINITY HALL

There are a number of areas where parking is not permitted at any time, for however short a period and any residents who park in such areas will have their parking permit revoked and/ or may be clamped. The clamping service at Trinity Hall is operated by an independent company who manage the collection of release charges. They will clamp residents cars (with or without a permit) if they are illegally parked on the site.

Parking is strictly prohibited on or in the following area, vehicles parked in these areas will be clamped.

- emergency vehicle access routes or areas designated as water hydrants (these are marked by yellow boxes),
- any spaces signposted as Visitor parking – these are in front of House 82,
- any space marked as disabled - these are clearly sign posted beside Houses 83, & 82 and in the Cunningham house car park,
- the two RESERVED parking spaces in front of Purser House,
- on or along the main driveway,
- across the access route to Cunningham House.

PINK permit holders may park in any of the valid parking spaces on the grounds.

GREEN permit holders may park in any valid parking space on the site EXCEPT for those in the three rows of spaces in between Block 1 (Houses 80 to 82) and Block 2 (Houses 83 to 86), i.e. this is the entire car park area immediately to your left as you face reception.

- Cunningham House Residents should use the adjoining car park near Cunningham House.
- Car owners must move their vehicle if requested to do so by a member of staff.
- The speed limit must be observed at all times – anyone driving at excess speeds will have their permit revoked.
- Lost or stolen permits will not be replaced so keep your permit safe.

Trinity Hall parking permits do not entitle the holder to use any other College car parking facilities and attempting to do so while using a Trinity Hall permit will result in automatic forfeit of the Hall permit (without the return of the deposit).

Only one permit will be issued per resident per year. No permits will be issued to academic year residents after the 18th April.