Dear Resident,

The 2018 Trinity Ball will take place on Friday 6th April.

You will appreciate that an event of this size and nature requires extra security procedures. As residents, your co-operation is appreciated in taking part and facilitating this traditional “Trinity Event”. Please familiarise yourself with the following arrangements:

**Registration of Overnight Guests:**
- **No overnight guests are permitted on the night of the Ball except in the case of a resident and their guest who are both attending the Ball.**
- Residents of the houses within the Ball area must register their guest online before noon on Thursday the 5th of April in order to ensure that their guest’s name appears on the list of guests to be given ID straps.
- Residents of other areas of College have until noon on Thursday 5th April to register their guests online.
- No late registrations will be facilitated.

**Houses Within the Ball Area (Houses 2-3, 7-20, 22-26, 28, 30, 33-38, 40):**
- Residents of these houses who are attending the ball, or residing in College on the night in question, must wear an identification strap.
- For those attending the Ball these will be fitted in the Accommodation Office after Ball tickets are being issued.
- Any Residents and pre-registered guests who do not have a strap fitted before the ball may, after entering through Front Gate by ticket, obtain one from Ball officials stationed at the Attendants Desk at the Arts Building from 10pm on the evening of the Ball.
- Residents not attending the Ball should get their identification strap from the Accommodation Office, West Chapel on the day of the Ball (9am-5pm).
Parties and Unauthorised persons:

- There will be no permission granted for parties in rooms in College on the night of the Ball.
- Bottles, cans or glasses must not be taken out of your rooms into the main Ball area. This is a condition of the Ball insurance.
- ‘Crashing’ of the Ball is both dishonest and dangerous. Residents attending the ball should be in possession of a ticket.
- Persons dishonestly attending the Ball are being subsidised by the majority who have paid for their tickets. Moreover, they create danger to themselves and to others, by neutralising the fire and safety precautions of College, which determine the numbers which can be admitted to the Ball.
- *The Trinity Week Committee and Senior Dean have worked hard to organise the Ball this year. Those attending dishonestly undermine those efforts.*
- **Ball tickets are not transferable**

Inspections of Rooms:

- A tour of inspection of residential and society rooms within the Ball area will be conducted by the Junior Dean and assistants after 6 p.m. on the evening of the Ball.
- If there is no reply when they knock, they will enter briefly to check that all is well.
- If they discover any person in College rooms who is neither a resident therein nor a registered guest the person will be required to leave College and the resident will be liable to the College disciplinary procedures.
- For those attending the Ball, Assistant Junior Dean’s will check both wrist bands and Ball tickets.
- In the case of those not attending the Ball only wrist bands are required.
- Failure to produce both wrist band and ticket by those residents who are registered as having an overnight guest will be considered a disciplinary matter.

Security:

- On a night like this there are obviously higher security risks.
- You are strongly advised to close and lock all windows, window shutters and doors
- Secure bicycles and other movables. Secure your food etc. if you have a shared kitchen.
- Lock your door when you are out for however short a period. Crashers climb to great heights so this applies to all floors.
- While College will do all within its power to ensure the smooth running of the event residents have a key role to play in the security of their rooms and the rooms of their fellow students.
General Access to College Friday Afternoon:
- On the afternoon of Friday 6th of April the Front Gate will be closed from 2pm.
- Pedestrian access to College after 2pm will be by the Nassau Street Gate; students may be asked to identify themselves.
- All libraries will be closed from 5pm.
- After 5.30pm there will be no access to or from College for either motor or foot traffic.
- The Science Gallery access gate will be locked from 5.30pm.
- Residents of Goldsmith Hall wishing to enter the building between 5.30pm and 6am can do so via the door on Westland Row on production of an ID card and room key.

Access to Residents:
- Residents of Front Square, Botany Bay, Library Square and New Square wishing to exit or return to College between 5.30pm and 9pm must do so by the Nassau St. gate.
- Residents from Pearse Street wishing to exit or return to College between 5.30pm and 9pm can do so via the Lincoln Place gate.
- All residents must produce student ID cards and room keys.

Residents not attending the Ball:
- From 9pm, once the Ball is underway, there will be no admittance to the College campus except for ticket holders at Nassau Gate and the Westland Row Entrance until 10.30pm.
- After 2am, residents will be again admitted by the Nassau Street and Lincoln Place gates, as appropriate, on production of their ID cards and keys.

Prof Tim Trimble
Junior Dean
April 2018
TRINITY BALL 2018

Arrangements for residents outside the Ball area

Pearse Street (Houses 47 – 52)
Goldsmith Hall (Houses 60 – 71)
Including Arrangements for Guests Attending the Ball

For reasons of safety and security there are strict controls on campus on the night of the Trinity Ball. Residents of Goldsmith Hall and Pearse Street cannot access the area of the Ball from within College and cannot transit from the Ball to their rooms at any time.

- No overnight guests are permitted on the night of the Ball except in the case of a resident and their guest who are both attending the Ball.
- In this case each must possess a valid Ball ticket.
- Guests must be registered online at: https://accommodation.tcd.ie/StudentBookings/ by selecting Trinity Ball Guest Request under My Requests by noon on Thursday 5th April. No guests may be registered after that time.
- Residents in the above areas may only enter the Ball through Front Gate at the designated times and can only exit the Ball to the street. There is no readmission to the Ball.

On the night of the Ball once the East of the Campus is closed to staff and students, the following arrangements come into effect for residents whether attending the Ball or otherwise.

- Residents in Goldsmith Hall may only enter and leave by the door to the street at Westland Row.
- Residents in Pearse Street may only enter and leave by the Lincoln Place Gate. Student ID will be required to enter.
- After the Ball pre-registered overnight guests will be admitted to College rooms by the appropriate entrance detailed above provided they are accompanied by their host.

To register a guest, please do so online at:

https://accommodation.tcd.ie/StudentBookings/

- My Requests
  - Trinity Ball Guest Request

by noon on Thursday 5th April

LATE APPLICATIONS WILL NOT BE ACCEPTED
TRINITY BALL 2018

Safety and Security in Residences

Access Control to Residences in the Ball Area
Houses 2-10, 11-20, 22-26, 28, 30, 33-37, 38, 40.

For reasons of safety and security, a number of steps are being taken to control access to residences within the Ball area. Security stewards will be on duty at various entry points to restrict access to Residents and their Pre-Registered Guest.

To obtain access residents and guests must be wearing a non-removable wrist strap identification band:

- Security Stewards will be on duty at the entrance to residential houses and will restrict access to residents of the house(s) and their pre-registered guests.
- Entry will be restricted from the evening of the Ball through to early morning of the following day.
- Other patrons attending the Ball will not be admitted to residences under any circumstances.
- Each resident ball attendee and their pre-registered guest (one guest per resident only) will be identified by a non-removable wrist strap.
- Such identification will be fitted in the Accommodation Office, West Chapel during normal office hours (9am-5pm on Friday 6th April).
- Identification straps will be fitted at that point for both the resident and their pre-registered guest subject to each person being in possession of a valid ticket.
- Where a pre-registered guest is unable to attend until the evening of the Ball, the guest should enter the Ball in the normal way and then make their way to the Arts Building Entrance (Attendants Desk), where a wrist strap will be fitted from 10pm onwards.
- Please pre-register your guest at https://accommodation.tcd.ie/StudentBookings/ by selecting Trinity Ball Guest Request under My Requests by noon on Thursday 5th April. No guests may be registered after that time.
- Other residents not attending the Ball but planning to occupy their rooms that night or to return early the next morning must have a wrist strap fitted at the Accommodation Office, West Chapel between 9am-5pm on Friday 6th April.
- In the event that a wrist strap is removed, lost or has been cut, the strap will not be replaced and access to residences will be refused.

Guests must be registered by noon on Thursday the 5th of April

LATE APPLICATIONS WILL NOT BE ACCEPTED