



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

## TRINITY HALL RESIDENTS' HANDBOOK 2022/23

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Students are advised to read this Handbook in conjunction with the

<https://www.tcd.ie/accommodation/assets/pdf/conditions-of-occupancy-2022-23-students.pdf>

All residents are required to view online a **MANDATORY Fire Safety Talk** at the beginning of term. Attendance will be recorded and residents who fail to view the talk will incur a fine of €250.

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## SECTION 1 - WELCOME

### A Message from The Warden



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

**THE WARDEN'S OFFICE  
TRINITY HALL**

The University of Dublin,  
Trinity College Dublin, Ireland  
+353 1 896 8024  
[warden@tcd.ie](mailto:warden@tcd.ie)

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 900 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**

Welcome to Halls! I'm Oluwateniola Shittu, and this year I will be your JCR president! We know the past year has been a tough one; it has hit each of us differently and we have done great work to adapt. Now, we are reaching the light at the end of the tunnel. This September you get to be a part of the Halls community arising from the pandemic. Buckle your seatbelts, this year is going to be one crazy ride.

You might not know me yet, but you'll soon see me around Halls (where you can only call me Madame Princess President). You will soon get to know the JCR team, a student run organisation which was created for you to feel secure, supported and make fun events for everybody. You will also soon make many friends among our strong community of more than 900 students. It can be challenging to leave the nest and come into the Big Smoke (Dublin). Our main priority is to help you settle in and enjoy the experience. Halls isn't just any old student accommodation; it is really and truly one big diverse family.

Now a bit about me: I am studying Law, like everybody else in Trinity. I have surfed in from sunny (actually seriously rainy) Offaly, (where's that?) in the depths of the Midlands of Ireland. I'm your president and this means my main role is to boss everyone else around, while attending all of the social events and having the time of my life \*jokes\*. The main objective of the JCR is that YOU are having the best time possible in Halls. We are here to help you with anything whether it's needing a shoulder to cry on or somebody to play frisbee with in the JCR garden. For real though, our DMs are always open, and we are all more than happy to chat! We are here to make sure you are comfortable and happy, enjoying whatever your thing may be, from crazy nights out to wholesome nights in (and everything in between).

If that's not enough for you, we also have the amazing welfare team who are here to make sure that on nights out you are kept safe. They also are an extra support who are always available for a chat or a helping hand in any situation you are in. \*Yay, More Friends\*.

Keep your eyes and ears open to find out about all of our exciting events. You will see all of these updates on our @trinityhalljcr social media Facebook and Instagram and our website. My key message to you is to make every second count. Get involved and participate in any events that excite or interest you. Put yourself out there, you won't regret it. The second you walk out of Halls you're going to miss it, so embrace it. Let's make some memories we will never forget and some friends for life.

All the best for your year in hall.

*Oluwateniola Shittu.*

## SECTION 2 - THE PEOPLE AND STRUCTURES AT TRINITY HALL

### **Short Overview of Trinity 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 900 students.

As you enter the main gate the red bricked 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, 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 was 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, toilet facilities and a music room. Trinity College's lovely and well-kept botanic gardens are located to the rear of the residential area.

### **The Senior Common Room - (SCR)**

The SCR of Trinity Hall consists of the Warden, Deputy Warden and Assistant Wardens (AWs). Assistant Wardens act as first point of contact for residents who need advice on any aspect of living in Trinity 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 Trinity 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 Trinity Hall and that people act in a reasonable way considering 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 Trinity Hall. Residents are held strictly responsible for the behaviour of any guests or visitors they bring into Trinity Hall. Overnight guests when permitted (please refer to Trinity Hall Rules), must be signed in electronically, in advance using a resident's online accommodation account at.

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

**From time to time, in line with public safety guidelines, there may be restrictions on hosting overnight guests and having non-resident on site.**

## The Warden & Her Team

Warden	Position In TCD	Email	House Warden
<b>Dr. Roja Fazaeli, FTCD (Warden)</b>	Associate Professor - Islamic Civilisations	warden@tcd.ie	
<b>Daniel Twomey (Deputy Warden)</b>	Fitness Instructor, Trinity Sport	datwomey@tcd.ie	House 86
Assistant Wardens	Position In TCD	Email	House Warden
<b>Dr. Ronan Smith</b>	Head of School & Community Outreach - Trinity Access	smithro@tcd.ie	House 80
<b>Dr. Darshini Ramasubbu</b>	PhD candidate in Dental Science	<a href="mailto:ramasubd@tcd.ie">ramasubd@tcd.ie</a>	House 81
<b>Ka Lo Yau (Luca)</b>	PhD candidate in History	<a href="mailto:kyau@tcd.ie">kyau@tcd.ie</a>	House 82
<b>Qusai Khraisha</b>	PhD candidate in Global Health	khraishq@tcd.ie	House 83
<b>Eileen Rose Giglia</b>	PhD candidate in PhD Clinical Medicine	gigliae@tcd.ie	House 84
<b>Donncha Millane</b>	Undergraduate Programmes Coordinator, School of Engineering	millaned@tcd.ie	House 85
<b>Grace D'Arcy</b>	Engagement Programme Manager - Smart Dockland	grdarcy@tcd.ie	House 87
<b>Carrie Corkish</b>	PhD candidate in Immunology	corkishc@tcd.ie	House 88
<b>Kate Maloney</b>	Data Systems Coordinator, Trinity Access	kate@ta21.ie	House 89
<b>Simon O'Shaughnessy</b>	PhD candidate in Immunology	sioshaugh@tcd.ie	House 90 & House 81 Annex
<b>Shaun Ussher</b>	PhD candidate in Psychology	shaun.ussner@tcd.ie	House 91

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](mailto:warden@tcd.ie) or by contacting an Assistant Warden.

## The Junior Common Room - (JCR)

The Junior Common Room Executive is the representative body for all residents living in Trinity 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 (this is included in the utility charges); refunds of the JCR subscription will not be given to residents who leave early from Trinity 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 2022/23

<b>Role</b>	<b>Name</b>	<b>Email</b>
<b>President</b>	Oluwateniola Shittu	<a href="mailto:president@trinityhalljcr.com">president@trinityhalljcr.com</a>
<b>Vice President &amp; Treasurer</b>	Saul McCarthy	<a href="mailto:vptreasurer@trinityhalljcr.com">vptreasurer@trinityhalljcr.com</a>
<b>Secretary</b>	Alexandra Dixon	<a href="mailto:secretary@trinityhalljcr.com">secretary@trinityhalljcr.com</a>
<b>ENTS</b>	Aoife Gilleece	<a href="mailto:ents@trinityhalljcr.com">ents@trinityhalljcr.com</a>
<b>Music</b>	Catherine Joan Gale	<a href="mailto:music@trinityhalljcr.com">music@trinityhalljcr.com</a>
<b>Sport</b>	Yuv Garg	<a href="mailto:sports@trinityhalljcr.com">sports@trinityhalljcr.com</a>
<b>Welfare</b>	John Garvey	<a href="mailto:welfare@trinityhalljcr.com">welfare@trinityhalljcr.com</a>
<b>International</b>	Euarda Werneck	<a href="mailto:international@trinityhalljcr.com">international@trinityhalljcr.com</a>
<b>Tech</b>	Elizabeth O'Sullivan	<a href="mailto:tech@trinityhalljcr.com">tech@trinityhalljcr.com</a>
<b>Communications</b>	Philip Gray	<a href="mailto:communications@trinityhalljcr.com">communications@trinityhalljcr.com</a>
<b>Publications</b>	Hattie Bilson	<a href="mailto:publications@trinityhalljcr.com">publications@trinityhalljcr.com</a>

## Trinity Hall Peer Support Network

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

You can contact the Welfare Team 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.

### Welfare Team 2022/23

<b>House 80</b> Molly Crawford	<b>House 81</b> Matthew Kiely	<b>House 82</b> Alex Vilarin
<b>House 83</b> LouLou Machale	<b>House 84</b> Deirdre Leahy	<b>House 85</b> Erin Dunne
<b>House 86</b> Sami Campana-Gladstone	<b>House 87</b> Sarah Sheridan	<b>House 88</b> Darragh O'Callaghan
<b>House 89</b> Kate Burke	<b>House 90</b> Conall Ruddy	<b>House 91</b> Noelle Dowling

## 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> )	
President JCR	Treasurer JCR
The Senior Tutor	International Officer
The Warden	Secretary to the Committee
The Accommodation Office	Director of the Botanic Gardens
An Assistant Warden	Facilities Officer
Vice President JCR	Buildings Officer

## Accommodation Administrative & 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 Trinity Hall. The reception area is staffed 24 hours a day.

Staff of the Accommodation Office are responsible for all matters relating to occupancy of a room and licence to reside, resident's accounts, early departures as well as the physical property itself and maintenance requests.

The staff of the Trinity Hall Accommodation Office are:

**Accommodation Officer:** Anne-Marie Looney

**Operations Manager:** Linda McCarthy

**Assistant Operations:** Alex Fogarty

**Allocations Officer:** Santa Zulge

**Executive Officer:** Dinín Molloy

**Residential Service Attendants (RSA):**

- John Carroll
- John Phelan
- Seamus Dunne
- Paul Delaney
- Gabrielle Tapley
- Muhammad Irfan

**Housekeeping Staff:**

- Josie Crowe
- Susan Edgeworth
- Amanda Lynch
- Jacqui Roche

**Maintenance Staff:** Denis O'Donovan & James O'Reilly

## SECTION 3 - BASIC RULES AND REGULATIONS

### Rules & Regulations 2022/23

The following is a brief summary of the main rules and regulations that will guide the Trinity Hall community for the 2022-23 academic year. It is not exhaustive but serves as a quick reference point in order to ensure that the year proceeds as smoothly as possible with the safety and wellbeing of each and every resident being the foremost priority as they pursue their academic studies at Trinity College Dublin.

#### Rules & Regulations Of Trinity Hall 2022-23

1. **Demonstrate respect and care for all members of this community**, including, students, staff, and neighbours. Mutual respect has long been a cornerstone of the Trinity Hall community. This year, as ever, it is critical to proceed with respect for each other at the heart of every choice and action.

2. **Follow HSE Covid-19 guidelines** at all times, and agree to abide by any new ones should they be reintroduced.

<https://www2.hse.ie/conditions/coronavirus/protect-yourself-and-others.html>

3. There is **no drinking outside**. Alcohol consumption is confined to apartments; no bottles or cans of any kind should be consumed on the grounds of Trinity Hall and are not to be taken off site. Any student in breach of this regulation will face disciplinary action and a fine.

4. There is **no smoking indoors (including e-cigarettes/vapes)**. Smokers should additionally be respectful of others by not smoking at the doors of Houses or under apartment windows. Smoking is not permitted in any of the Trinity Hall residences 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. If found smoking **indoors** a resident faces disciplinary action and a fine.

5. **No illegal drugs** are allowed. Failure to adhere to this will lead to a disciplinary investigation which may result in the revocation of a student's licence to reside in Trinity College.

6. **No jumping over gates or walls** is allowed at any time. Any student caught climbing the walls or gates will face disciplinary action and a fine.

7. **Quiet time is from 10.30p.m.** Noise levels should be respectful at all hours, whether in your House, in a courtyard, entering or leaving Trinity Hall, or on Temple Road. Residents are required to respond to Assistant Warden and RSA requests for quiet after this hour or face disciplinary action and a fine.

#### 8. **Misuse of College/College Residential ID:**

The Trinity College ID and Residential Key are the responsibility of the member

of Trinity College to whom they have been issued. Passing over such means of identification to another party, Trinity College member or not, is an offence. Using such identification falsely is an offence. When a Trinity College ID or Residential Key has been improperly shared both parties are liable and may face reprimand and a fine. In the case of the improper use of a College ID/Residential Key the resident may also face the possible revocation of guest privileges on a temporary or permanent basis. The student found in possession of the Trinity College ID/Residential Key in such a case may also face barring from Trinity College residences on a temporary or permanent basis.

**9. Shared spaces in apartments are to be kept clean and disinfected regularly.** Apartments should be kept clean, and rubbish, recycling, and glass should be disposed of responsibly in appropriate bin storage units. Failure to do this will result in the levying of a cleaning fee for the apartment.

10. Do not engage in activity that poses risk to your health and safety, or that of others. Specifically, **it is prohibited to tamper with fire alarms, disable fire safety equipment, such as smoke detectors, or fail to evacuate in the case of a fire alarm.** Any student found engaging in this behaviour will face disciplinary action and a fine and may also face barring from Trinity College residences on a temporary or permanent basis.

Residents or guests who fail to evacuate a building in which a fire alarm has sounded will also face disciplinary action and a fine and/or a fine. Any student who fails to evacuate their room in the event of a fire alarm being sounded may also have their licence to reside in Trinity College revoked.

11. It is a Trinity College disciplinary offence not to give your name or produce your Student I.D. card were requested by a member of Trinity Hall staff or the Warden Team. A student who fails to cooperate on this point will face disciplinary action and a fine.

### **Disciplinary Procedures:**

In the event that a student is brought up on charges with regard to a breach of rules and regulations they will first be interviewed by the Warden, or Deputy Warden, and one of the Assistant Wardens in a disciplinary meeting (held in-person, or online in some circumstances) before a course of action is determined. Students may choose to have their College Tutor present during the disciplinary meeting. All fines and disciplinary action are subject to the judgement of the Warden, Deputy Warden, and the Junior Dean. Disciplinary fines range from €20 to €250.

### **Fire Safety Equipment**

- It is a criminal offence to tamper with fire safety equipment. Anyone tampering with fire safety equipment may be expelled under Trinity 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.

- Blocking open any door (particularly apartment doors) which are part of the buildings fire safety compartmentalisation strategy will be considered as a breach of the condition of occupancy. Residents found doing this will be issued a first written warning that they are in breach of their conditions of occupancy and any subsequent breach will lead to the residents of the apartment being charged.
- There are random fire drills during the year and your participation in these is compulsory.
- There is also an on line mandatory fire safety briefing as part of your induction process that should be completed before you take up residence at Trinity Hall. **Fire Assembly Points**

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 the 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 Trinity 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 10:30pm. All non-residents must leave Trinity Hall prior to 10:30pm, 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 Trinity 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.
- Residents who are in twin-rooms must receive a permission in writing from the other resident in the twin-room prior to inviting an overnight guest.
- Guests will not be admitted to Trinity Hall Campus after 10:30pm 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 Trinity 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 Trinity 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 Trinity College disciplinary offence not to give your name and produce your Student I.D. card to any member of Trinity Hall staff or SCR when requested to do so. Assistant Wardens are responsible for the maintenance of good order in Trinity Hall. They must not be impeded in any way in the exercise of their duties.

## **The Disciplinary System**

For incidents in Trinity Hall the Warden, or her deputy, administers the Trinity 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 Trinity College statutes.

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

Information in relation to discipline can be found [here](#).

## **Resolution of Disputes within Apartments**

In a large community such as Trinity 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 (in periods when residents are allowed to have guests on site). 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 Trinity Hall.

## **SECTION 4 – FIRE, PERSONAL SAFETY & SECURITY**

### **Fire Safety Precautions and Equipment**

Instructions for escape in the event of fire are 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**

Smoking is not permitted in any of the Trinity Hall residences 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. There is a designated smoking shelter beside the pond in front of house 82. Residents are asked to dispose of cigarette butts responsibly and to use the

bins provided for this purpose and to refrain from making loud noise when using this area.

## **Fire Alarm**

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 by email notification.

**All residents MUST view the MANDATORY online Fire Safety and orientation talk before taking up occupancy on site. Viewing of this is recorded and residents who fail to do so will incur a fine of €250.**

## **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 Trinity 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-€250) 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:

<https://www.tcd.ie/accommodation/assets/pdf/Insurance.pdf>

## **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 in the convenience store or from the vending machines in the reception area and should then be brought to reception for programming. For security reasons, do not put your full name and address on the keys; and 'Trinity College' is adequate.

## **Security Advice from the Security Services Manager 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 Trinity Hall residents. Residents of apartments found doing this will 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 on 01-8968024).
- Ensure that the house main door is secured after entering 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 Tip-Ex. 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 lit and regularly travelled routes.

- Report any lighting out of action to Trinity 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.

## 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  
D06 R838

Incoming mail for residents in Houses 80 to 91 is put in the post box for their apartment which are located beside the laundrette. 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 mailbox and may collect it from reception on production of their ID card, during the designated mail/parcel collection times. For information on designated parcel collection times please contact reception.

**Any items of mail, parcels etc if not collected within two months will be returned to the delivering company they will not be held in Trinity Hall.**

Trinity Hall does not offer a mail redirection service. All mail for residents who are no longer living at Trinity 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 Trinity Hall.

## Telephone Numbers

Due to the number of residents living here, the Trinity Hall Office cannot take non-urgent personal messages for students. In the case of an emergency, contact the Trinity Hall Office on **+353 (1) 896 8024** (Staffed 24 hours a day).

## **Social Activities, Amenities & 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 activities 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 housemates will be invited to an informal meeting hosted by your Assistant Warden. This is to ensure that all residents are settling into Trinity Hall and to provide you with an opportunity to find out more about how to make the most of your time in Trinity 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. However, it is possible that during the year 2022/23 some areas may not be available due to public health guidelines and restrictions on gatherings.

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. For more information see the section on Social Space.

### **Social Space Bookings**

The important role that organized events play in building and nurturing a sense of community among the residents at Trinity Hall is acknowledged, and there are a number of areas available for the use of residents in Trinity Hall, these are detailed below. Booking of a venue is subject to availability and venue/activity suitability as well as current public health guidelines.

**Advertising of Trinity Hall events or event ticket sales to Non-Residents should not take place on any form of social media (or other form of communication) unless permission has been granted by the Warden.**

- An event form must be filled in with a minimum of 5 working days advance notice given to the Accommodation Office (10 days' notice, if third parties are involved), in order to allow time for the Warden, Accommodation Office and Health & Safety approval.
- All events must end by 10.30pm, unless an extension is agreed in advance

with the Warden.

- Alcohol may not be consumed without prior agreement from the Warden. When alcohol is being consumed the college alcohol policy applies.
- The organisers of an event will take full responsibility for any breakages or damages that occur at an event.
- Breakages or damages shall be the responsibility of the event organiser and the individuals responsible may be asked to make good any costs directly resulting from their actions.

It is the responsibility of the event organiser/s to leave the area (and toilets if using the canteen) in the same condition they were found.

- Event organisers are responsible to ensure that the venue is clean after use, usually within 2 hours of the event ceasing – in exceptional circumstances the organizers can have until 12 noon on the morning following the event to clean the area. This must be agreed in advance with the Accommodation Office.
- The Accommodation Office will provide cleaning materials on request (must be requested within 48 hours of the event start time). If the venue is not left in a clean state after an event the organisers will have the cleaning charges levied against their account.
- Event organizers undertake to respect the maximum venue capacity numbers for which permission is given to host an event (see table below for details)

<b>MAXIMUM NUMBERS PER AREA.</b>		
<b>Location</b>	<b>Approx. area (sq. m)</b>	<b>Maximum allowable capacity</b>
Sports Hall	324	360
Mezzanine	186	100 (JCR/resident organised event)
<b>CANTEEN AREA</b> Exit doors and routes must be kept clear.		
Canteen South Wing (81 end)		320 (JCR/SCR or AO organized events)
Canteen North Wing (80 end)		190
<b>OLDHAM HOUSE AREA</b>		
Blue Room - Old bar area	90	60 (JCR/residents run event) Seated capacity is less
TV Lounge - Both (doors open)	118	50
TV Lounge - Front, or back		25 per room
<b>Note:</b> max allowable capacity is determined by the size of the exits and <u>not the size of the room.</u> <b>All of the above is based on good safety management practices and adequately trained supervision in place.</b>		

There are a number of other areas that can be used by residents of Hall subject to availability and any relevant public health guidelines.

<b>McCONNELL SPORTS HALL</b>	
<i>Subject to availability based on current health guidelines.</i>	
<b>Main Hall</b>	Open 5.00pm to 11.00 pm Mon to Fri, & 10.00am to 11.00pm on Sat and Sun - squash court, basketball and badminton facilities, and changing rooms.
<b>The Music Room</b>	For use of members of the Trinity Hall Music Society only for instrument practice. Not accessible by non-residents.
<b>MAIN RECEPTION AREA</b>	
Face coverings should be worn while visiting public spaces in Trinity Hall.	
<b>Convenience Shop</b>	Small convenience store – Watch out for regular emails on special offers etc.
<b>The Launderette</b>	Cashless washing machines and hot-air tumble driers. Open from 8am to 10.30pm
<b>Computer Room</b>	Operated by IT Services - Computers facilities for residents' use.
<b>The Library</b>	2nd floor - For use as a quiet study area.

### **Trinity Hall Music Society**

Trinity Hall Music Society is a JCR-run initiative, which serves to provide a musical outlet to Trinity Hall residents. Members have access to the music room that contains some equipment and caters to both bands and solo musicians. Society members may also run open-mic nights, performances and other live shows throughout the year. It is separate from societies within Trinity and is led by a resident of Trinity Hall. To be a member and use the equipment, you will have to pay a refundable deposit, membership, equipment and deposits are organised by the Music Society. Access to the facility is via reception, keys to the areas may not be held overnight and the members student ID card will be held in exchange for the keys to access the facilities. Use of this facility will be determined by government guidelines in place at the time.

### **Recreation & Sport**

Trinity 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 published by the JCR by email or

on their social media channels. The JCR are responsible for managing and maintaining the sports equipment.

### **Parties**

No parties may be held in study-bedrooms or apartments. Common room areas in Trinity 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 Trinity 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 letter, or email to [trinity.hall@tcd.ie](mailto:trinity.hall@tcd.ie)). 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.

### **Accommodation Information**

For the year 2022/23, each student apartment will be considered a 'family unit'. Students should always be respectful of shared spaces and maintain good hygiene and cleaning standards.

### **Residential Cleaning**

Trinity Hall Housekeeping staff only clean the circulation area of residences such as staircases and landings. Residents are jointly responsible for the cleaning of their own accommodation unit – its communal areas and each student is responsible for cleaning their own bedroom.

Trinity 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**

Vacuum cleaners are available within each apartment and should be used on a regular basis. If you require any help or advice, ask a member of the

housekeeping staff. Vacuums are fitted with reusable (empty-able vacuum bags) or extra disposable vacuum bags can be picked up at Reception. Vacuums should not be used to clean up any kind of liquid or bodily fluids.

### **Quality Assurance Checks**

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 30°C and dried on a cool cycle in a tumble dryer. Shower curtains can be washed at up to 60°C 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 & Maintenance**

Routine faults requiring maintenance should be reported to the Trinity Hall Office by e-mail to [thalfix@tcd.ie](mailto: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 Trinity College is closed for official 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 to a staff member at Reception, 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. Please call Reception on **(01) 896 8024** to report an urgent maintenance issue.

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. 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 to Reception on **(01) 896 8024**.

## **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 Trinity 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.

## **Electronic Locks**

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 & Motorcycles

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 Trinity Hall. The number of permits issued each academic year is limited and residency at Trinity 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 Trinity 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 Trinity 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 & Wellbeing**

The Trinity 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 Health Service website](#). 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.

**Any resident who contracts a notifiable communicable disease that could by airborne means infect other residents sharing accommodation, is required to notify Trinity Hall Office by phoning (01) 894 8024 at the earliest opportunity.** In this event Trinity Hall Office may take advice from the Trinity 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.

## **College Health Service**

The Trinity 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. Urgent care is accommodated at 9.30am and 2.00pm by nurse triage. There are also nurse-run clinics in the Trinity College Health Service.

Appointments are necessary and can be booked by phoning **(01) 896 1591** or **(01) 896 1556** from 9.30am-12pm and 2-4pm, initial telephone consultations are available.

## **College Health Service**

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.

## **Out Of Hours Medical Services**

### **DUBDOC: (01) 454 5607**

Weekday evenings from 6 - 10pm; Weekends & Bank Holidays from 10am - 6pm. 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.

### **LUKEDOC: (01) 406 5158**

Weekday evenings from 6 - 10pm; Weekends & Bank Holidays from 10am - 7pm

[Click Here For Details Of Out Of Hours Services](#)

If outside of these hours again, Medi Serve **(01) 453 9333** will send a doctor on request. Students with the exception of medical card holders will be responsible for any fees incurred for home visits.

**If you are unwell and have urgent or emergency medical needs, you should notify Reception by phoning (01) 894 8024.** If you are feeling too unwell 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 at Trinity Hall; Anyone with more serious or infectious illness may be sent home or hospitalised.

It is important to notify Reception 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 need to call for an ambulance. You should not call the ambulance yourself, contact Reception to do this for you. They have experience speaking with Emergency services and can assist you until it arrives.

## **Medical Fees**

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 Trinity 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.

### **Student Counselling Services at Trinity Hall**

The TCD Student Counselling Service offers a satellite service based in Oldham House. \*Counsellors will be available 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.

### **Student Counselling Services at Trinity Hall**

Counselling appointments can be booked by phoning the main SCS number on **(01) 896 1407** and requesting an appointment in Trinity Hall. 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>
- [http://www.tcd.ie/Student\\_Counselling/](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 Trinity Hall staff or the SCR if you should witness any acts of vandalism in the grounds.

### **Trinity Hall Residents & Our Neighbours**

Trinity Hall is located in a quiet residential suburb, and all of us who live in Trinity Hall have a responsibility to ensure that we live in harmony with our neighbours. In interacting with our local environs Trinity Hall residents should afford our neighbours the highest levels of respect. Residents are asked to avoid making noise late at night when coming to and from Trinity Hall be it on the way to the bus stop or Luas stop. Please always use the bins, 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 doorstep, 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 Trinity Hall and Trinity College 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 Trinity College/Trinity Hall discipline.**

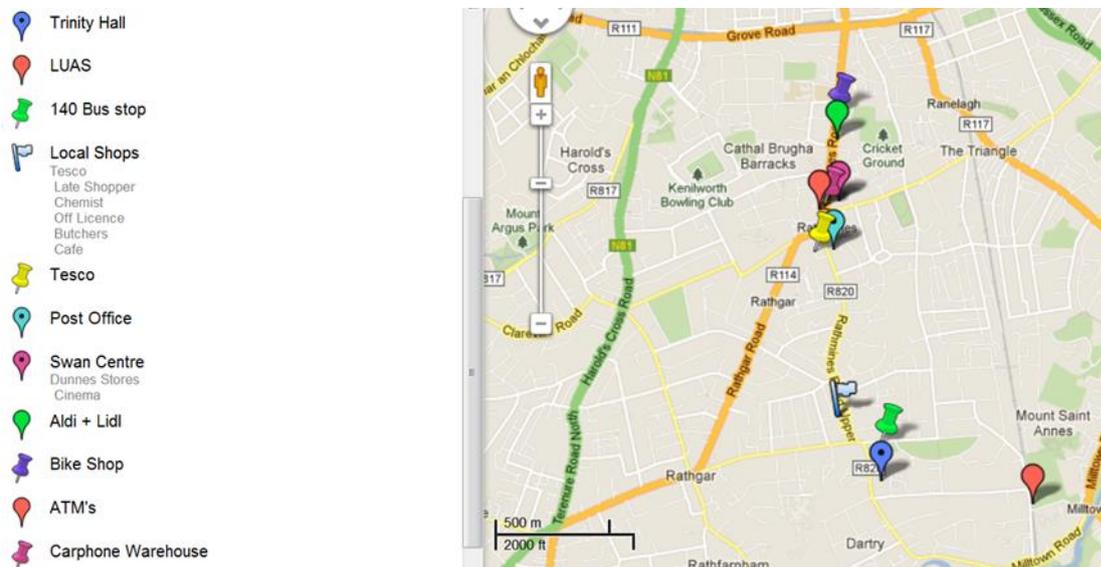
### **Conditions Of Occupancy**

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. **Please Note: Students in arrears of payment of Trinity College fees or incidentals accounts must forfeit their rooms.**

## SECTION 6 - FREQUENTLY ASKED QUESTIONS

### Maps

#### Facilities Near Trinity Hall



#### **Maps Of the TCD Campus**

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.

#### **How Do I Get to Trinity College?**

##### **Walking**

It's environmentally friendly, it's free and it's good for you. You arrive at Trinity College full of energy and in the evening, you can relax and clear your head while walking back to Trinity 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. Please remember: Never walk on your own when coming back from a night out.

##### **Cycling**

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.

### **Public Transport & Leap Card**

Here in Trinity 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 at Trinity College in no time (usually around 20-30 minutes). Please exercise a normal level of caution when travelling to and from Trinity Hall in the evenings.

Leap card is a pre-paid smart card that allows you to pay for all public transport across Ireland – buses, trams, trains. There are several different ones to choose from to suit your lifestyle. Leap Cards are usually available from most shops - Spars, Centras, etc.

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.

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

### **Bus**

The Dublin Bus 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.

If paying cash, you have to have the exact change - no change is given. You will instead receive a refund stub, which you can then take to the main Dublin Bus Office on O'Connell Street and exchange it for money. The journey price is less if you use a LEAP card

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, and don't forget a face covering.

## Tram - LUAS

The Green Line goes direct through the city centre, the stop at Dawson Street is right next to the Arts Block Entrance to Trinity College on Nassau Street. The walk from Trinity Hall 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 commuter.

## Tram - LUAS

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
- 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 (return or one way without the Leap card, or you can buy 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 will be issued to anyone without a valid ticket or ID.

## How Do I Get Back To Trinity Hall?

### Bus

Leave Main Campus through the FRONT ARCH exit. Walk straight up Dame Street. The 140 Bus Stop is situated opposite the Central Plaza (the large cube-like building). The bus stop number is 7581.

<https://www.dublinbus.ie/Your-Journey1/Timetables/All-Timetables/140/>

### Tram - LUAS

**DAWSON:** Exit campus via the Arts Block exit and immediate in front of you is the **DAWSON** Stop on Dawson Street.

**TRINITY:** Exit Campus by the Science Gallery and turn left. Keep walking approx. 5 mins until you reach the **TRINITY** stop. Alternatively, exit Front Arch and turn right, following the outer walls of the Trinity College campus. **Please Note:** **This stop only moves southbound towards Trinity Hall.**

## **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. A taxi to the airport is at around €25-35 one way – depending upon traffic.

## **AirCoach**

Another way to get to the airport is by hopping on the Air Coach ([www.aircoach.ie](http://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 Trinity College. It is relatively cheap and offers a very reliable service.

Alternatively you can take the Luas to Dundrum and use the Dublin Coach service to the airport via the motorway, a return ticket costs €15 (<https://www.dublincoach.ie/timetables-fares/dublin-airport-dundrum-luas-bus.php>) Always check the website in advance for any travel disruptions.

## **Where Do I Buy Food?**

There's a great little convenience shop right in the middle of Trinity Hall - just behind the reception in the Canteen. 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, Grocer on the Green, Fresh & Wild, off-licence, delicatessen, butchers, pharmacy). 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 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.

## **Where Do I Get My Cash 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 Trinity College (beside the Dining

Hall and in the Hamilton). Many shops also offer a cash back service when you purchase items from them.

## Where To Buy Bed Linen/Towels (And 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 Rathmines Stephen's Green Shopping Centre Nutgrove Shopping Centre	Crockery/Cutlery/ Kitchenware 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 (named Dundrum Town Centre on Google Maps). 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](http://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](http://www.argos.ie)

## Where Can I Wash My Clothes?

There is a launderette on site with washing machines and dryers. It was refurbished in September 2020 and is now a cashless facility. You can either:

- Download the [Circuit app](#), use it to set up & add credit to your account or
- Buy a card from vending machine, top the card up online & pay as you go

There are notices in the Launderette on how both options work. You will also be able to track the progress of you washing/ drying from the app - so there is no need to sit and wait for machines to finish etc. There is hand sanitizer and cleaning materials for users to use to clean down the machines after each use. It costs €4.50 per wash and approximately €2.00 to dry clothes. You will be able to buy washing powder etc. from the shop on site.

## **CONNECTING TO STUDENT WI-FI & WIRED NETWORK**

The TCDconnect service is available throughout the accommodation and allows students to connect their computer, mobile phone, or tablet to the Trinity Wi-Fi network, as well as to the wired network in all bedrooms. Wi-Fi coverage is also available in your kitchen (there is no wired network), in the Canteen, Oldham House, and Reception area, as well as various other areas around the site and the University.

Connecting to the TCDconnect service is a self-service process that enables you to connect to the network in a short timeframe, provided your device meets certain requirements.

Please Note: If you want to use the wired network in your bedroom, you will need a network cable. These are available from the Convenience store behind Reception or the Student Union shop in Trinity College. The wired network service is only available in your room and not in kitchen and other communal areas.

Connection instructions video:

Connecting to Trinity Wi-Fi with TCDconnect | IT Services (Trinity College Dublin)

<https://www.youtube.com/watch?v=D6gZ0ipO4ko>

## **IT SUPPORT**

Getting help with IT is easy. The easiest and quickest way to get IT support is on the IT Services' website. You can also contact the IT Service Desk by phone, email, or drop into them in-person at Áras An Phiarsaigh. · Website: [www.tcd.ie/itservices](http://www.tcd.ie/itservices)

· IT Services Getting Started with IT webpages: [www.tcd.ie/itservices/students/orientation](http://www.tcd.ie/itservices/students/orientation) · Email: [itservicedesk@tcd.ie](mailto:itservicedesk@tcd.ie)

· Phone: (+353-1) 896-2000

· In-person: Please check IT Services website for in-person hours and availability

Frequently Asked Questions

How do I get Wi-Fi or wired network access?

You will be able to connect to Trinity Wi-Fi or to the wired network in your room, 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. Wi-Fi connection instructions: [www.tcd.ie/itservices/students/connected/](http://www.tcd.ie/itservices/students/connected/)

Can I connect my personal computer, phone or tablet?

Yes, but you will need to check whether your device meets the requirements of the TCDconnect service. You can find minimum technical requirements on the IT Services website: [www.tcd.ie/itservices/network/kb/tcdconnect-requirements.php](http://www.tcd.ie/itservices/network/kb/tcdconnect-requirements.php)

How do I know whether my device meets the network requirements and which devices are supported?

There are wired (modern accommodation) and wireless connection options in Trinity Hall. You need to check what operating system is installed on your computer.

Supported Operating Systems\*:

- Windows 11, Windows 10, Windows 8.1
- macOS Catalina (10.15) or later
- Smartphone and tablet operating systems: iOS, iPadOS, Android, ChromeOS, Kindle, Linux

\*Always double-check the IT Services website for the most up-to-date minimum technical requirements. See [www.tcd.ie/itservices/network/kb/tcdconnect-requirements.php](http://www.tcd.ie/itservices/network/kb/tcdconnect-requirements.php)

## **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. \*\*(If you urgently need a SIM card, call to the Trinity Hall reception and we can give you one).

**Trinity Hall Residents should check their TCD email address on a regular basis for updates and communications from the Accommodation Office and the Warden and your Assistant Warden.**

## APPENDIX I

### FIRE REGULATIONS AT TRINITY HALL, GENERAL FIRE SAFETY

Keep all fire doors closed, especially those in the corridors. Never tamper with the firefighting 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.

#### Action 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** (indicated on the fire safety notice for your apartment).
- **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.

#### Fire Assembly Points

The Assembly Points are as follows:

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 the 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 & 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 firefighting, 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 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 Trinity 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.

#### General Precautions:

- Do not use multiple adaptors or extension leads without specific approval from Trinity 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 firefighting 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 or across the access routes any of the blocks.

**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. – (No Student Residents In 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 Trinity College car parking facilities and attempting to do so while using a Trinity Hall permit will result in automatic forfeit of the Trinity 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 18<sup>th</sup> of April.*

To apply for a Trinity Hall parking permit, send an email to [trinity.hall@tcd.ie](mailto:trinity.hall@tcd.ie) and you will be sent a link to the application form. You will then be able to attach copies of all the necessary document that you require in support of you application. Once you application has been processed you will be sent an email asking you to leave your refundable cash deposit into reception in exchange for your parking permit.