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**Guidelines for the Arts Building Respite Space (Room 2032)**

**Access and Eligibility**

1. **Eligibility**: The space is exclusively available to students registered with the Disability Service who have been specifically referred for respite by their Disability Officer and stated on their LENS.
2. **Access Activation**: Students must have their student card activated by their Disability Officer to access Room 2032 in the Arts building.
3. **Booking Requirement**: All use of the room must be pre-booked through the [Online Booking Calendar.](https://outlook.office365.com/book/DisabilityServiceRespiteSpace@TCDUD.onmicrosoft.com/) Walk-ins are not permitted.

**Booking Rules**

1. **Frequency**: Students may book the room once per day to ensure availability for others.
2. **Duration**: Bookings are limited to a maximum of one hour per session.
3. **Advance Booking**: Students are encouraged to book in advance to secure their preferred time.
4. **No Overlapping**: Multiple bookings for the same time slot are not allowed.

**Room Use**

1. **Authorised Access Only**: Only the student (one student per booking) with the approved booking may use the room during their allocated time.
2. **Prohibited Items**: No food or drink (except bottled water) is allowed in the space.
3. **Timely Departure**: Students must leave the room promptly at the end of their booked time to allow the next user access.
4. **Clean and Secure**: Students should ensure the room is tidy and lock the door upon exiting.

**General Rules**

1. **Respectful Use**: Students are expected to use the space respectfully and follow these guidelines. Misuse of the facility may result in revoked access.
2. **Reporting Issues**: For any issues related to the room, students should contact the Disability Service during office hours on 01-896 3111 or by email: askds@tcd.ie.
3. **Accessibility**: The room is accessible via swipe access and the door is automated and located beside the lifts or stairs within the Arts Building on level 2.
4. **Emergency cord**: If you need assistance immediately you can pull the red cord and an attendant will come to your assistance.

**Booking Support**

* **Technical Support**: For issues with the Online Booking Calendar, students should contact the Disability Service.
* **Booking Enquiries**: For questions about eligibility or activation, students should reach out to their assigned Disability Officer.

These guidelines ensure equitable access to the respite space, maintain the facility’s condition, and streamline operations for both students and administrative staff.