



## **Trinity Biomedical Sciences Institute (TBSI) and South Leinster Street (SLS)**

### **TERMS AND CONDITIONS**

#### **1. Eligibility**

- 1.1 Staff members applying for a TBSI or SLS rental space must be employees of Trinity College Dublin on a full-time, part-time, term-time or fixed term contract **with a minimum of 12 months remaining on their contract with effect from 2<sup>nd</sup> September 2024.**
- 1.2 Schools/Disciplines/Centres/Administrative Areas applying for a rental space must ensure the application form is completed and signed by the departmental representative who will assume responsibility for the use of the space within the department. This representative will be the assigned contact in all communications regarding the use of the space. The application form must also be countersigned by a staff member who is an authorised departmental signatory at the appropriate approval level. If a departmental application is successful, an iProc order will need to be issued prior to the issue of the permit.

#### **2. Procedures**

A parking space will be offered to an eligible applicant, for a period of 12 months commencing on 2<sup>nd</sup> September 2024, for a fee of €500 + 23% vat (€615.00). 45 spaces in total are available for rent and applications will be dealt with on a random selection basis shortly after the closing date for applications.

One application only will be accepted. Applicants have the option of stating their first preference on the application form. If at the time of the random selection the applicants first preference car park is full then they will automatically be assigned to the other car park until all spaces are allocated.

All applicants will be required to complete and sign an application form prior to entering into the scheme.

#### **Payment will be facilitated as set out below:**

- (a) Full payment by cheque, made out to TCD No. 1 Account, at the time of collection of permit from the Estates and Facilities Department.

<sup>1</sup> Please note that staff making continuous use of a space purchased from College funds may be subject to Benefit in Kind taxation.



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- (b) Staff members who are paid through the TCD payroll system may opt to pay via salary deduction on a bi-weekly/monthly basis. Term worker deductions will be made over the number of weeks they are rostered to work.
- (c) Departments must raise an iProc Order via TCD CIS Procurement “Main Store”. Successful applicants will be informed of the process.

Application forms must be fully completed, signed, and received by Estates and Facilities 194 Pearse Street by **4.30 p.m. on Friday 23<sup>rd</sup> August 2024**. No applications can be accepted after this date.

A deposit of €50 (payable by College T-Card <https://tcard.tcd.ie/> or by iProc order) will be charged for the fob which is refundable on return of the fob to Estates and Facilities 194 Pearse Street.

Applicants will be notified as soon as possible after the closing date as to whether they have been successful in their application.

Rental spaces will be numbered and allocated for the exclusive use of the individual staff member or Schools/Disciplines/Centres/Administrative Areas, on a 24-hour basis, 365 days of the year for the duration of the rental period.

### **3. Conditions**

- 3.1 Drivers of vehicles with a TBSI or SLS parking permit must hold a current driving licence valid in the Republic of Ireland. Vehicles parked in TBSI or SLS must display a current insurance disk and motor tax disk.
- 3.2 The Provost, Fellows, Foundation Scholars and the other members of the Board of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin shall not be held liable for any loss or damage to any vehicle, nor to anything in, on or about the vehicle however such loss or damage may be caused.
- 3.3 On termination of employment permission to park in the TBSI and SLS car park terminates, and any outstanding balance due must be paid by cheque to Estates and Facilities prior to departure.

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- 3.4 If a staff member takes unpaid leave during the year any outstanding balance in respect of monies due must be paid by cheque, made out to TCD No. 1 Account, prior to departure.
- 3.5 Notwithstanding 3.3 and 3.4 above, permission to park in TBSI and SLS will automatically expire on 31<sup>st</sup> August 2025, and any further offer of rental spaces will be subject to a new call for applications.
- 3.6 Fobs must be returned to Estates and Facilities on termination of employment and/or at the end of the rental period whichever falls first. Deposits paid will be refunded to the T-Card/Staff reimbursement form/iProc order on return of the fob.
- 3.7 Loss of a permit will incur a replacement charge of €20. Loss of a fob will incur a replacement charge of €50.00. Losses must be reported immediately to Estates and Facilities Service Centre at ext. 4000. Access cannot be granted until a replacement fee has been paid and permit or fob re-issued. Fobs issued remain the property of Estates and Facilities, Trinity College Dublin at all times. (Payable by T-Card/iProc order only).
- 3.8 Cars parked without permission, or following cessation of employment or in breach of the parking regulations will be clamped.
- 3.9 TBSI and SLS parking regulations will apply.
- 3.10 Current TCD parking permit holders applying for a space in TBSI or SLS will be obliged to surrender their TCD parking permit on receipt of a TBSI or SLS rental parking space. The TCD parking permit will be restored when the rental of the parking space in TBSI or SLS expires provided the staff member remains eligible for a TCD parking permit.
- 3.11 The parking spaces allocated for rent in TBSI and SLS remain at all times under the control of Trinity College Dublin. The University reserves the right to revoke the rental agreement at any time. Trinity College Dublin is private property, and the Board of the College reserves the right to refuse admission at any time.

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