S2S Room Booking Policy

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Responsibility for approval of policy:	S2S Co-ordinator
Responsibility for implementation:	S2S Programme Officer
Responsibility for ensuring review:	S2S Co-ordinator

1. Policy Statement

S2S is committed to providing physical space for social activities, volunteer meetups, and for students to connect with each other. As part of this commitment, S2S maintains a space on campus which is primarily for the use of S2S volunteers and the students they are engaging with. We will also support volunteers to access other suitable spaces on campus when necessary and appropriate.

2. Purpose

This policy relates to use of Trinity College Dublin spaces for S2S-related activity. It gives guidance around which spaces are most likely to be available, and how to go about booking those spaces when necessary. It also lays out how to treat those spaces responsibly, and how to keep yourselves safe in those spaces.

3. Scope

This policy relates to any S2S volunteer booking a room on trinity Campus or one of Trinity's off-campus locations. This policy applies to the use of House 47, which is a shared space between S2S and the Counselling Team in SCS, as well as to the use of the SCS seminar room, and any other rooms/areas within Trinity campus or in Trinity off-campus locations if they are made by or on behalf of a volunteer and/or relate to S2S activities. Responsibility for ensuring this policy is effectively implemented rests with the S2S Programme Officer. All other staff members and volunteers in S2S are expected to facilitate and support the implementation of this policy.

4. Glossary of Terms and Definitions

Enquiries Office

The team in Trinity responsible for dealing with all enquiries and bookings related to meetings and events organised by academic departments, the Students' Union, the Graduate Students' Union, College societies and clubs and external organisations.

House 47

The main location of S2S rooms and offices.

SCS Seminar Room

The large training room on the 3rd floor of 7-9 Leinster Street South, where Mentor training takes place.

5. Principles

S2S is based in House 47, and has the three following spaces available for any student:

- **The Main Space:** Is open access during office hours. You can drop-in at any point to grab some water, tea or coffee, to use the microwave or just to hang out. It's ideal for Mentor Group meetups, but please book these in advance, as the space is too small for more than one group to use it at a time. Please also note that this cannot be booked as a private space. People will come and go, and it would be great if you could invite them to join in!

- **Room 7 (aka the Zoom Room):** Suitable for one or two people to use for private meetings. Ideal as a private space for you to bring your laptop/tablet and attend online meetings undisturbed.

- **Room 8 (aka the One-to-One Room):** Suitable for 2-4 people as a quiet space for confidential conversations. Ideal for meetings with a mentee, a Peer Support meetup, or confidential chats with your Head Mentor(s).

For larger meetups (up to 30 people) it may be possible to book the SCS Seminar Room (where Mentor Training is normally held). This is subject to availability,

Other rooms on campus are bookable, subject to availability, through the Enquiries Office or directly through the school/department.

You do not need to book rooms for Mentor orientation meetups. The bookings will be pre-arranged with the Enquiries Office by S2S staff.

6. Booking a Room in House 47

Room 7, Room 8, and the Main Space in House 47 can all be booked using our online booking form.

Please respect other users of the space. Don't use a room without booking in advance, and don't walk into a room if the "do not disturb" flag is red on the door. Please ask a staff member if you've booked a room and it appears inaccessible.

Please also leave rooms as you found them. Stack any dishes for washing under the microwave in the main space. Tidy up any mess and make sure rubbish is in the bin.

Crockery/delph, cutlery, water, tea, coffee, sugar, cow's milk, and oat milk are provided for your use. If anything runs low, please tell a staff member so we can replenish stock.

S2S Offices must be locked when unoccupied. Please do not assume that the S2S Office and/or the Student Room will be staffed outside of normal working hours, and make sure that arrangements have been made to open/lock rooms if you're using them outside of these times.

Please do not consume alcohol in these spaces, and do not "camp out" in them overnight. These spaces are subject to spot-checks by campus security.

Please download the SafeZone App and make sure you are logged-in before hosting an event out of hours. If you need first aid or are concerned for anyone's immediate safety, use the app to call for help.

7. Booking the SCS Seminar Room

Requests should be emailed with as much notice as possible to Student2Student@tcd.ie.

Please note that this room is used by the Counselling Service for group therapy sessions and for trainings. It is not always available and needs to be booked as far in advance as possible.

Please make sure you note where furniture etc. is when you enter the room, and return things to their original places before you leave if they get moved during your meetup.

Please make sure all windows are closed, and all lights, screens and any other equipment are turned off before you leave. If there are no staff left onsite when you're done, please ask the security guard down by the main entrance to the building to lock the room on your way out.

8. Booking Rooms through the Enquiries Office

Requests should be emailed with as much notice as possible to enquiries@tcd.ie.

Please make sure to cc. Student2Student@tcd.ie in your email. This will save time for you and for the Enquiries Office, as they won't come back asking for evidence of your society membership etc.

Please note that not all rooms on campus can be booked through the Enquiries Office, and that the Enquiries Office can only book rooms from 6pm onwards. Prior to this, booking is at the discretion of the schools/faculty offices around campus.

No food or drink is allowed in Trinity's Teaching & Learning Spaces. If you're planning to have snacks and/or drinks please don't book a teaching space, and make sure food and drink is allowed in the space you do book.

Please make sure you note where furniture etc. is when you enter the room that you've booked, and that you return things to their original places before you leave if they get moved during your meetup.

9. Booking the Global Room

The Global Room can be booked subject to availability directly through Trinity Global's online booking form. Please note and abide by the Global Room's Terms of Use.

10. Booking the Atrium

The Atrium can be booked subject to availability directly through the S2S Society. Please email s2s@csc.tcd.ie.

If you are organizing a larger event (e.g. multiple groups, external guests or catering and/or alcohol not purchased through Trinity's catering department), it's very important that you check Trinity's Events Checklist and submit any necessary application forms at least 2 weeks in advance.