

Trinity College Spring 2022 Gathering Guidelines

as of 3/11/2022, subject to change and additional guidance may be added at any time.

Health and safety protocols continue to be implemented with special attention to indoor campus spaces and off-campus trips/gatherings. Flexibility and cooperation are needed in order to create a vibrant and engaging campus life.

College space, support services (Campus Safety, Dining Services, Facilities, and Information Technology Services), and misc. requests (e.g. permitting, tents, fireworks, linens, special event supplies) must be submitted via the Office of Events and Campus Operations scheduling system, EMS (reservations.trincoll.edu), at least 2 weeks (larger scale events or permitting at least 6 weeks) prior to the proposed date and finalized 10 days prior (larger scale events at least a month). Student organizations must contact Student Activities, Involvement, and Leadership (S.A.I.L.) for their reservation and support services requests to be submitted to EMS. Virtual events should also be submitted to EMS in order for them to also filter to Live Whale, the college's calendaring system. Departments or groups should have alternate plans in the event that viral conditions continue to worsen.

Non-academic Space and Transportation Capacity Guiding Principles

Effective 3/11/2022

- **Austin Arts Center, Cinestudio, Gruss Music Center, and Trinity Commons:** 100%
- **Chapel:** see page 3 for capacities
- **Ferris Athletic Center and Koepfel Community Sports Center:** see page 4 for capacities; Ferris Athletic Center is open for recreation and exercise and in accordance with current policies and set times. Athletic venues will be at 100% unless otherwise noted in order to comply with NCAA and NESCAC COVID policies.
- **Greek, Theme, Cultural, and Social Houses:** formal organization/administrative meetings, unsupervised: 100%; social gatherings: up to 50%
- **Campus Meeting Spaces** (e.g. Mather Hall, Hamlin Hall, Dangemond Family Commons, etc.—see page 3 for capacities): lectures/presentations/meetings: up to 100%; social gatherings, supervised: up to 75%
- **Student Organization/Department Meetings:** 100%, unsupervised
- **Transportation:** 100% capacity of passengers (in personal vehicles, college vans, and college-procured buses) allowed under the following condition while supervised for college-related business: All passengers must wear face coverings inside the vehicle and space themselves as much as possible within the vehicle.
- Furniture (e.g. tables, chairs, stage, etc.) and other services (e.g. technology services) allocated for the event may impact the stated capacity of the space.
- Staff members who have an operational role (campus safety, dining services, media tech, college administrators, etc.) do not impact the space capacity.
- Performers on stage do not impact the attendee capacity; event planners who will be moving in and around the space do not impact the attendee capacity; photographers/technical staff that are stationary in the space will count in the attendee capacity.
- Overflow space for live streaming can be considered during the planning process (e.g. TASA Fashion Show); overflow spaces unavailable for social gatherings (e.g. DJ party).
- The student group advisor and assigned event supervisor(s) will establish the event capacity and appropriate supervision based on the event type and the non-academic space capacity guiding principles.
- Campus space privileges may be revoked if the Gathering Guidelines are not followed. Campus Safety is aware of space bookings.

Face Coverings

Effective Monday, March 14, masking indoors will become optional rather than required in many places on campus, including dining, recreational, library, and living spaces.

Indoor mask mandates remain in effect in the following locations:

- In all classroom, lab, studio, and instructional spaces during scheduled classes
- In all healthcare facilities (e.g. testing Center, Health Center, athletic training)
- At indoor athletic events, performance arts events, or other gatherings that include external audiences.
- In any campus space where signage indicates masking is required
Note: Wear Your Face Coverings signs will be available in the Events and Campus Operations Office in Mather Hall.
- Individual offices and group meetings when requested by the host or participants

All campus community members will be required to keep a mask with them at all times and be prepared to wear it upon entering a space where it is required or at the request of another community member.

Proof of Vaccination for Visitors and Event Participants

- Campus community members must show their Trinity ID to access all indoor college-sponsored events.
- Visitors and event participants are welcome on campus, and required to show proof of vaccination to attend all indoor college-sponsored events including indoor athletic events and events at the Austin Art Center and Cinestudio. *Note: No exemptions allowed.*
- Visitors and event participants include but are not limited to: general audience members, guest speakers, external reviewers, performers, candidates for employment, Smith House overnight guests, vendors, and event attendees where food and beverage is served.
- Event department hosts (college department/student group) of an indoor college-sponsored event, including an outdoor college-sponsored event with an assigned indoor rain location, will be responsible for verifying proof of vaccination from visitors and event participants along with maintaining the approved space capacity and the wearing of face coverings at all times.
- Visitors and event participants must present their vaccination card or a photo of their card to the department host upon arrival to the event. *Note: event participants (e.g. lecturers) must also show proof of a negative rapid test 24 hours prior to arrival. Proof must be confirmed by department host.*

Food and Beverage

Dining Facilities: full seating with grab-n-go available

Peter B's Cafe and Underground Coffeehouse: full seating with grab-n-go available

Note: Food and beverage is prohibited in the Raether Library and Information Technology Center (RLITC) and all academic classrooms/labs.

Events: Chartwells Dining Services is offering the following styles of service—self-serve buffet/reception, served sit down, “Bantams on the Fly” delivery and pick up service. Food trucks and beer/wine service must be coordinated through Chartwells. Please contact Melissa LaComb at Melissa.LaComb@compass-usa.com. Larger gatherings with food are strongly encouraged to contract with Chartwells Dining Services. Due to procurement challenges, a lead time of 10 days (21 days for food trucks) on all catering orders is required. *Note: Grab-n-go is the recommended style of service from external caterers (e.g. The Kitchen, First and Last Restaurant) or self-catering (e.g. BJ's, Stop and Shop). No staffing allowed on campus.*

Off-campus: While visiting a restaurant or bar, attendees are encouraged to dine outdoors wherever possible.

Office of Events and Campus Operations

Liaison Assignments

For campus reservations, support services, and misc. requests, please visit reservations.trincoll.edu. Additional event planning information is available to assist departments/groups in their planning.

Megan Fitzsimmons

Director including Event and Campus Operations, Post Office, and Sustainability

Liaison for:

- Chartwells
- Facilities Services
- Dream Camp
- Enrollment, Guest Experience Team
- Emergency Management Team
- Communications Advisory Group

Christina Bolio

Liaison for:

- Advancement
- Athletics
- Campus and Student Life
- Diversity, Equity, and Inclusion

Elliot Levesque

Liaison for:

- Communications and Marketing
- Educational Partners and External Organizations
- Enrollment and Student Success
- Library and Information Technology Services
- President

Ilda Ramos

Liaison for:

- Dean of Faculty
- Academic Department and Programs
- Finance and Operations
- Spiritual and Religious Life

Campus Spaces—Academic and Non-Academic

Spaces with a * have the appropriate equipment installed for possible streaming. Please connect with Media Technology Services at mts@trincoll.edu to discuss your specific technology needs to ensure your event is scheduled in the appropriate space.

Academic

Building	Room	100% Capacity, used as is
Austin Arts Center	Garmany Hall	60
Austin Arts Center	Goodwin Theater	320
Gruss Music Center	Rehearsal Hall	60
Jacobs Life Sciences Center	Lecture Room 134*	50
Jacobs Life Sciences Center	Lecture Room 138-39*	50
Jacobs Life Sciences Center	Boyer Auditorium*	97
McCook Academic Building	Auditorium*	188
McCook Academic Building	Lecture Room 225*	32
McCook Academic Building	Lecture Room 303*	32
Raether Center	Lecture Room 181*	31
Raether Center	Alden Trust Computing Lab B02*	24
Raether Center	United Technologies Computing Lab B03*	32
Seabury Hall	Waters Family Seminar Room N128*	28
Seabury Hall	Bigelow Classroom N129*	38
Seabury Hall	Wagner Lecture Room N130*	35
Seabury Hall	Class of 1943 Reception Hall N215*	28
Seabury Hall	Lecture Room N217*	64
Seabury Hall	Lecture Room S201*	35
Seabury Hall	Lazay Computer Center S205*	23
Seabury Hall	Bogle Student Multi-Use Room 204*	28
Trinity Commons	Performance Lab 152	60

Non-Academic – 75-100% Capacities

Note: #'s listed below are a range of 75%-100% capacity. Furniture (e.g. tables, chairs, stage, etc.) and other services (e.g. technology services) allocated for the event will impact the capacity of the space. A variety of pre-determined set ups have been created to accommodate an assortment of gatherings.

Building	Room	Row Seating (with center aisle)	Conference (square)	Banquet Rounds (6-8 chairs per table)	Banquet Rectangles (6-8 chairs per table)	Reception (room clear)
Admissions	Group Conference Room 301*	42-60	24-36	36-48	36-48	60-75
Admissions	Video Conference Room 202	n/a	16-20	n/a	n/a	n/a
Chapel	Main Chapel	200	n/a	n/a	n/a	n/a
Chapel	Friendship Chapel	25	n/a	n/a	n/a	n/a
Hallden Hall-N	Dangremond Family Commons 104*	42-60	16-20	36-48	n/a	42-65
Hamlin Hall	Academic Club	30-40	16-20	n/a	n/a	30-40
Hamlin Hall	Dining Hall	75-100	24-36	n/a	64-90	75-100
Mather Hall	Alumni Lounge	n/a	16-24	n/a	18-24	n/a
Mather Hall	Rittenberg Lounge	60-80	24-30	48-64	n/a	60-80
Mather Hall	Washington Room*	335-450	24-36	225-300	n/a	335-450
Mather Hall	Wean Terrace ABC	150-200	28-36	102-136	n/a	150-200
Mather Hall	Wean Terrace Room A	n/a	15-20	8-12	n/a	n/a
Mather Hall	Wean Terrace Room B	60-80	28-36	48-64	n/a	60-80
Mather Hall	Wean Terrace Room C*	30-40	16-20	24-32	n/a	30-40
Raether Center	Joslin Family 1823 Room*	60-80	24-36	42-56	42-56	60-80
Smith House	Reese Room*	42-60	24-32	42-56	n/a	42-60
Vernon Social	Flex space (with stadium seating)	100-125	24	n/a	24	125

Athletic Facilities

Building	Room	Capacity
Ferris Athletic Center	Kellner Squash Center	500
Ferris Athletic Center	Memorial Fieldhouse	Athletic dept. and event supervisor establish event capacities. <i>Note: limited availability for events with the sports teams need for rain plan facility option.</i>
Ferris Athletic Center	Oosting Gym	1500
Koeppel Community Sports Center	Williams Rink	3400

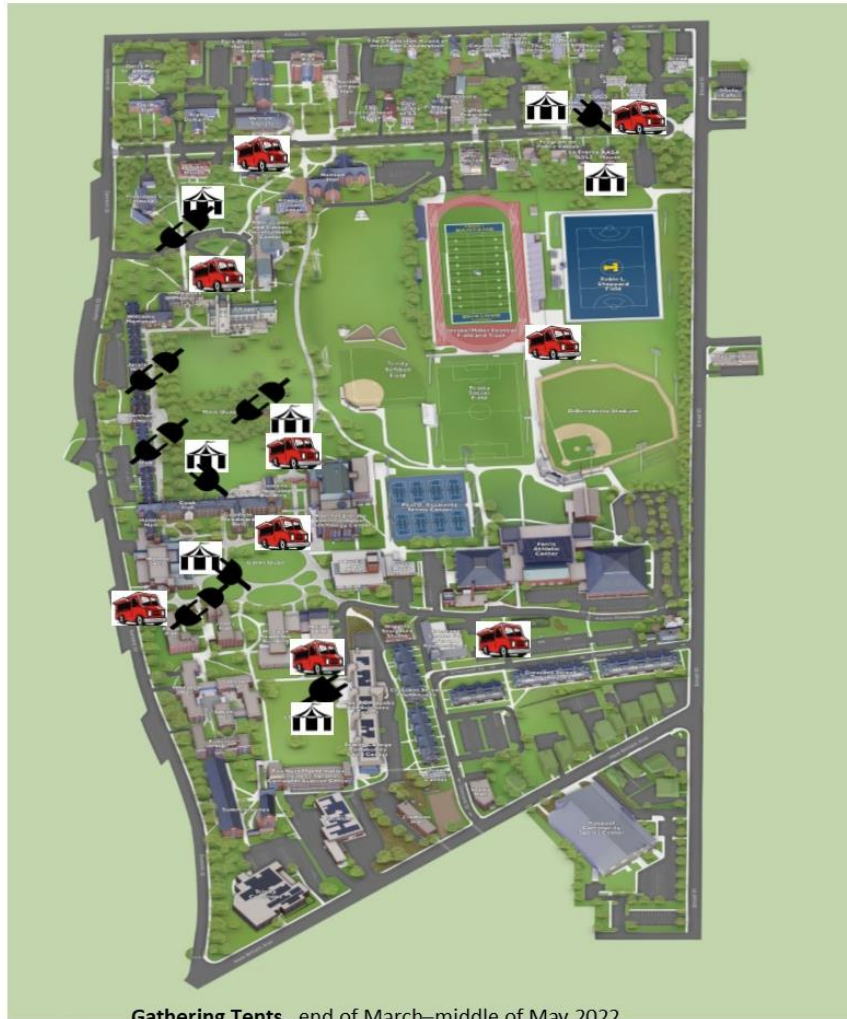
Greek Life and Student Campus Houses

Note: first floor useable space has been used to calculate the capacity following the space capacity guiding principle of no overflow spaces (basement, 2nd, 3rd floors) available for social gatherings/meetings. Existing furniture (e.g. sofas, tables, chairs, bookcases, desks, pool tables) and misc. services (e.g. DJ or movie screen) for the gathering/meeting impact the capacity of the space. Student campus house furniture may need to be cleared and stored appropriately.

House	College Staff Liaison	Capacity
Asian American Student Association	Jared Delane	40
Charleston House of Interfaith Cooperation	Marcus Halley	24
Greek Life Houses	Trevor Beauford	Please contact Trevor Beauford.
I-House	Katie Clair	50
La Eracra	Jared Delane	50
The Mill	Trevor Beauford	44
Queer Resource Center	Crystal Nieves	16
The Treehouse	Joe Barber	34
Umoja House	Jared Delane	46
Zachs Hillel House	Lisa Kassow and Leah Staffin	56

Exterior Service Locations

Tents, Electrical, and Food Trucks



KEY



Electrical
No permit
necessary
2 weeks notice



Electrical
Must secure
a permit
6 weeks notice



Tents
400 sq. ft. & larger
must secure
a permit
6 weeks notice



399 sq. ft. & under
no permit
necessary
2 weeks notice

Food Trucks
3 weeks notice

*Locations
are approximate.*

Gathering Tents, end of March–middle of May 2022



Installed

North side

For gatherings:

- AASA/La Eracra House backyard (16x16)
- Zachs Hillel House/Umoja Houses lawn (16x16)
- Smith House backyard (30x30)

Note: existing patio awning—20x22

South side

For dining and gatherings: The Cave Patio (30x60)

For gatherings: Main Quad (20x20) and (16x16)

For gatherings: LSC Quad (16x16)

To be installed by request

Various locations

For gatherings:

- 20x20—additional charge to set up and permit, 6 weeks notice
- 16x16—2 weeks notice
- 10x10—2 weeks notice



Electrical Possible Pull Locations

North side: Vernon Street, Smith House yard

South side: Long Walk, Quad-Bishop, Cook/Goodwin Hall, Cave Patio, Gates Quad, LSC Quad



Food Trucks Locations, note: level ground required

North side: Cornelia Center, Vernon Street, Admissions circle (weekends or after 5:00 p.m. only), Tansill Muldoon Stadium (Athletics only)

South side: Raether Center Quad patio and Gates Quad entrance, Seabury lot, Gates circle, Crescent Townhouses lot, McCook Lot