

Trinity College Fall 2022 Gathering Guidelines

as of 8/18/2022, subject to change and additional guidance at any time.

Scheduling of Campus Space and Support Services

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 and support services (i.e., Campus Safety, Dining Services, Facilities, and Information Technology Services) **must be submitted via the Office of Events and Campus Operations scheduling system, EMS (reservations.trincoll.edu)** at least 10 days prior (for large scale events at least 6 weeks prior). Please work with your department liaison (see page 2) to establish the necessary deadlines to implement the reservation needs. City and state permits require at least 6 weeks lead time to plan and process. Virtual events and off-campus trips should also be submitted to EMS. The [college calendar](#) is populated by an established list of event types assigned in EMS.

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.

Gathering Space (non-academic) and Transportation Capacity

See pages 3 - 4 for specific academic and non-academic spaces and capacities.

- **Outdoor registered student events: All events can be held at 100% capacity, masking optional.** *We strongly encourage reservations of the following locations:* Quad tent; Cave patio; LSC quad; Gates quad; and Cornelia Center which includes a patio with sliding glass doors for extended space.
- **Indoor registered student events: Events will be held at 75% capacity with masking required** during the first two weeks of the fall semester. After the first two weeks of the semester, adjustments will be announced.
- **Additional indoor events** (e.g., planned performances, lectures, workshops, athletic events): **100% capacity, masking encouraged** for Austin Arts Center; Cinestudio; Gruss Music Center; Trinity Commons; Ferris Athletic and Koepfel Community Sports Centers (unless otherwise noted). Ferris Athletic Center is open for recreation and exercise in accordance with current policies and set times.
- **Student Organization, House, or Department Meetings:** indoor meetings can be 100%, masking encouraged.
- **Transportation for college-related business:** 100% passenger capacity (i.e., personal vehicles, college vans, and college-procured buses); masking required inside the vehicle; adequate spacing must be maintained.
- 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.
- Departments or groups should have alternate plans should conditions worsen.
- Campus space privileges may be revoked if the Gathering Guidelines are not followed. Campus Safety is aware of space bookings.

Mask-friendly Community

As a mask-friendly community, the college will continue to respect the right of any individual – including students, faculty, staff, and visitors – to continue to wear a mask. Unless specified under “Gathering Spaces (non-academic) and Transportation Capacity,” masking is strongly encouraged indoors for non-academic uses (e.g., performances, lectures, athletic events) and masks will be made available.

Where masking is required:

- Indoor instructional spaces during scheduled times (i.e., all classrooms, labs, and studios) *unless a faculty member designates their class mask optional*
- In all healthcare facilities (e.g., Health Center, athletic training)
- In any campus space where signage indicates masking is required (*signage is available at the Events and Campus Operations Office in Mather Hall*)
- Any specific campus gatherings, offices, or meetings that are designated “mask-required”

All campus community members are required to always keep a mask with them 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

Guests at indoor campus events are no longer required to provide proof of vaccination. We do request that visitors attend events only if they are up to date with all COVID-19 vaccinations, as recommended by the CDC, and are asymptomatic. Should conditions change, we may update policies accordingly.

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 (30 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. Please contact your department liaison listed below.

Megan Fitzsimmons

Director including [Event and Campus Operations](#), [Campus Post Office](#), and [Sustainability](#)

Liaison for:

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

Covering as 7/12/2022:

- College Vehicle Rentals
- Smith House

Christina Bolio

Liaison for:

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

Covering as 7/12/2022:

- Enrollment and Student Success
- President

Ilda Ramos

Liaison for:

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

Covering as 7/12/2022:

- Communications and Marketing
- Library and Information Technology Services
- Educational Partners and External Organizations

Campus Spaces—Academic and Non-Academic

Spaces with a * have 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 – 100% Capacity

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
Cornelia Center	Flex space (with stadium seating)	100-125	24	n/a	24	125
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

Athletic Facilities

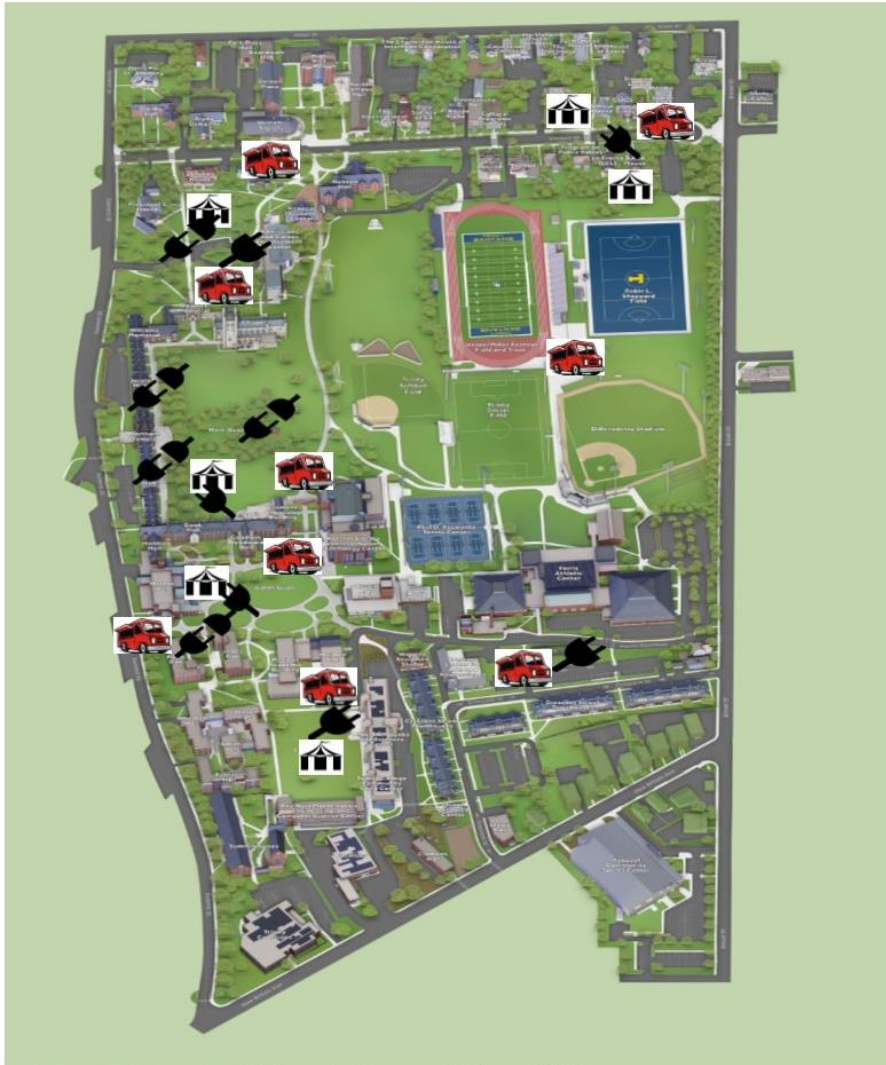
Building	Room	Capacity
Ferris Athletic Center	Kellner Squash Center	500
Ferris Athletic Center	Memorial Fieldhouse	Athletic dept. and event supervisor establish event capacities. <i>Note: limited availability for events with the sports teams need for rain plan facility option.</i>
Ferris Athletic Center	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	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
4 weeks notice

Locations are approximate.

Gathering Tents, end of August 25–end of October 2022



Installed

North side

For gatherings:

- AASA/La Eracra House backyard (10x20)
- Zachs Hillel House/Umoja Houses lawn (22x16)
- Smith House backyard (30x30)

Note: existing patio awning—20x22

South side

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

For gatherings: Main Quad, north or south side, (60x60)

For gatherings: LSC Quad, tentative location (20x20)

To be installed by request

Various locations for gatherings:

- 16x16—2 weeks notice



Electrical Possible Pull Locations

North side: Vernon Street, Smith House yard

South side: Long Walk light poles, 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, Mather circle, Crescent Townhouses lot, McCook Lot