

RCSI Campus - Room Booking Policy SUMMARY Jan22

KEY MESSAGE: Space will continue to be prioritised for the academic needs of RCSI and for student campus experience

All campus protocol must be followed for all bookings taking place in RCSI SSG campus

All bookings are subject to venue availability

RCSI protocols will be adjusted as approved by BCP and SMT. For Queries please email bookings@rcsi.ie

Item No	Type of Booking	Up to 22 Oct 2021	23 Oct - 30 Dec 2021	Jan 2022 - May 2022	June 2022 onwards
1	Core teaching needs that cannot be delivered online	Y	Y	Y	Y
2	Core business needs that cannot be delivered online	Y	Y	Y	Y
3	Internal meetings that cannot take place online (external organisations not permitted)	with caution	Y	Y	Y
4	Student Bookings agreed with BCP	Y	Y	Y	Y
5	Student sporting activities agreed with BCP	from 22 Sept	Y	Y	Y
6	Filming and photo calls for College led events, communications, training, business needs	Y	Y	Y	Y
7	Events/Conferences: RCSI led face to face events/external meetings (examples below)	X	Test events only	Y pending space availability	
8	Meetings with external attendees for business needs, if necessary. Includes Faculties, Surgical Specialities, RCSI Hospitals Group, research collaborations. (example below)	X	Y (no dinners / receptions)	Y	Y
9	Campus Tours	X	Y	Y pending space availability	
10	Small lunches / dinners if an essential business need	X	with caution (from 9 Dec)	Y	Y
11	Sports and Social led face to face events/gatherings	X	To be approved by	Y pending space availability	
12	Internal Face to Face events (examples Research seminars, EDI, fundraisers, Grand Rounds, Townhall,)	X	Test events only	Y	Y
13	Public Facing Events: MyHealth, Student Recruitment events, etc	X	X	Y pending space availability	
14	Corporate events/ bookings	X	X	X	Y