

Coláiste Phádraig
Droim Conrach
Baile Átha Cliath 9

St Patrick's College
Drumcondra, Dublin 9



Student Residence Handbook

Leabhrán Thithe Cónaithe na Mac Léinn

2011-2012



Is coláiste de chuid Ollscoil Chathair Bhaile Átha Cliath é Coláiste Phádraig
St Patrick's College is a college of Dublin City University

COLÁISTE PHÁDRAIG, DROIM CONRACH, BAILE ÁTHA CLIATH 9, ÉIRE
(COLÁISTE DE CHUID OLLSCOIL CHATHAIR BHAILE ÁTHA CLIATH)



**LEABHRÁN THITHE
CÓNAITHE NA
MAC LÉINN**

**STUDENTS' RESIDENCE
HANDBOOK
2011/2012**

ST. PATRICK'S COLLEGE, DRUMCONDRA, DUBLIN 9, IRELAND
(A COLLEGE OF DUBLIN CITY UNIVERSITY)

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WELCOME

Welcome to St Patrick's College on-campus accommodation. Living on campus offers opportunities for making friends and for academic, social and cultural enrichment in a safe and supportive environment. It also carries responsibilities. The College expects from resident students a quality of life which will reflect favourably upon themselves and the College community and traditions. The terms and conditions of the Residence Contract provide a framework which seeks to facilitate personal and social development within a voluntary society. They describe minimally what behaviour cannot be tolerated without damage to rights and freedom of others and of the College.

Fearann an Coláiste fíor-chaoín romhat agus go méadaí tú in eagnaíocht agus I stuaim, agus gnaoi Dé agus daoine ort.

Pauric Travers
President/Uachtarán

1. INFORMATION

This Students' Residence Handbook comprises of Terms and Conditions of the Residence Contract between the College and the Resident Student who must sign the Residence Contract Form and thereby agree to be bound by these Terms and Conditions. The terms and conditions of the Residence Contract provide maximum freedom limited only by law and the standards essential to harmonious group living and to the ethos of the College. The terms and conditions listed in this handbook are not exhaustive.

1.1 Residence Advisers:

Bangor House	Sinead Molloy
Moville House	Aoife Lawlor
Clonmacnoise House	Eileen Wynne
Lismore House	Niall Quinn
Glendalough House	Daniel Collins

1.2 Campus Accommodation Office – All queries should be directed to the Admissions Office D118

Email: admissions.office@spd.dcu.ie

Tel: (01) 884 2096

Residential fee covers the following periods:

Semester 1: (14 weeks):

Sunday 25/09/2011 to 6.00 pm on Friday 16/12/2011

Sunday 01/01/2012 to 6.00 pm on Friday 13/01/2012

Semester 2 (17 weeks):

Sunday 22/01/2012 to 6.00 pm on Friday 30/03/2012

Sunday 15/04/2012 to 6.00pm on Wednesday 30/05/2012

Please note you are not required to vacate your room fully during holiday periods. We request that you remove valuable items from your room and tidy your personal belonging by placing them in wardrobe.

2. RESIDENCE

2.1 Residence Contract

The Residence Contract allows a resident student the use of an allocated study-bedroom and in common with other resident students of the Hall of Residence the use of the kitchenette facilities, bathroom facilities and the use of other common areas. The Contract is entered into with the resident student who signs it and may not be assigned, sub-contacted or otherwise dealt with in whole or in part by the resident student without obtaining the prior written consent of the College. Residence Contract must be returned by September 13th, 2011 to the Admissions Office D118.

2.2 Non-Resident Students

For the purpose of the Resident Contract "Non-resident" means any student who does not reside in the particular Hall of Residence and such non-resident student can only enjoy the status of visitor.

2.3 Room Condition Form /Snag List

This Form will be supplied to each resident student. It will be used to determine damage to or loss of College furniture, fittings, and furnishings or damage to walls etc. This form must be completed by each resident student and returned to the Accommodation Office D118 within one week from date of receipt. The College will accept no responsibility for any damage not noted on the Room Condition Form.

It is the responsibility of the student to return this form. Failure to do so will result in a non-return of the damage/residential deposit at the end of the year.

2.4 Residence Card

This card should be completed fully, a passport photo attached and returned to the Accommodation Office D118 within the first week of taking up residence.

2.5 Periods of Residence

A room may be occupied during the academic terms only as outlined below

Semester 1: (14 weeks):

Sunday 25/09/2011 to 6.00 pm on Friday 16/12/2011

Sunday 01/01/2012 to 6.00 pm on Friday 13/01/2012

Semester 2 (17 weeks):

Sunday 22/01/2012 to 6.00 pm on Friday 30/03/2012

Sunday 15/04/2012 to 6.00pm on Wednesday 30/05/2012

2.6 Campus / Student Charges

Please refer to pages 25 – 30 of the Student Information Handbook 2011/2012

2.7 Check-in

You must check-in on the appointed day in the Main Reception of the College where you will collect the key to your allocated room on campus – *check in Sunday 25th September 2011 between 3.00 pm and 8.00 pm*

2.8 Room Allocation

You cannot exchange the room allocated to you for another without authorisation from the Accommodation Office D118. The College reserves the right to change your room allocated at any time during your period of residence.

2.9 Room Use

Students may not occupy or use the room or the residence facilities except during the period of each College academic term. The College reserves the right to make use of any room during vacation periods. In the event of such use the resident student may be required to remove his/her personal belongings during such period.

Students may not use or permit the room to be used other than for approved residential and academic purposes (this prohibits, inter alia, use of the room or its address for commercial purposes of any kind).

2.10 Residence Adviser

Each Hall of Residence is administered by a Residence Adviser who occupies an apartment on the ground floor, near the Common Room. The Residence Adviser is responsible to the President for the good conduct and order and harmonious running of the Hall of Residence. Residence Advisers, being the duly authorised representatives of the College, may exercise authority in any Residence Hall in the absence of its Adviser.

2.11 Residence Committee

Each Hall of Residence has a Residence Committee, elected by its residents, which, with the Residence Adviser, organises and administers the activities and functions of the residence. The Residence Committee, together with the Residence Adviser, shall compile and sign a list of the furniture, fitting and furnishings in the common areas and shall note any existing damage in those areas at the beginning of the academic year. This agreed list shall be used to determine damage to or loss of the listed items.

2.12 Student Conduct

A student who opts to live in a College Residence shall be expected to show due respect and obedience to each member of College Staff and to the College security personnel. Failure by the student to conduct him/herself in a reasonable/respectful manner shall be deemed a revocation of the Residence Contract and the student shall be required to vacate the Hall of Residence.

3. GENERAL INFORMATION

There will be a general meeting for all 1st year Residential Students in the College Auditorium at 6.30 pm on Thursday 29 September 2011. Please ensure you attend.

3.1 Bed linen and towels

You must provide your own bed linen and towels i.e. sheets, pillows, pillow cases, under blankets, blankets/duvet, towels etc.

3.2 Laundry

You are responsible for your own laundry arrangements. There are no laundry facilities within the College. You are not permitted to place any washing in the rooms or any other part of the residence complex and shall not carry out any laundering or other similar activities in the showers, wash-hand basins in the room or in the residence.

3.3 Post

Incoming mail is collected each day at Reception/Porter's Desk by a member of the Residence Committee for distribution in the residence. All registered mail and parcels must be collected and signed for personally at the Reception/Porter's Desk.

3.4 Sickness

A resident student who becomes ill and is confined to bed, should ensure that the Residence Adviser is informed as soon as possible, either directly or through the Residence Committee, so that appropriate arrangements for medical care and meals can be made. Students should supply the Residence Adviser with the names and addresses of next of kin who may be contacted in the event of serious illness or emergencies.

3.5 Absences

Absences from College should, in the student's own interest, be notified in writing to the Residence Adviser and/or the Residence Committee or the Registrar's Office C101.

4. RULES & REGULATIONS ON-CAMPUS

4.1 Cooking

Each Hall of Residence is equipped with a kitchenette facility for students use. It is their responsibility to maintain and keep the kitchenette, cooking equipment, crockery and cutlery in a clean and hygienic condition and indemnify the College against claims arising out of a failure to observe due care in the storage, preparation and consumption of food and drink.

Meals are provided in the College Dining Hall. Cooking is not permitted in the bedrooms, corridors or areas other than within the kitchenette.

4.2 Alcohol

Students must not bring in, keep or consume alcoholic beverage(s) or cause to be brought in, stored or consumed alcoholic beverages in the room or in the residence without the specific written authorisation from the Residence Advisor. Breaches of this rule shall merit fines and/or sanctions and the immediate confiscation and disposal of the alcohol.

The Residence Security Officer may dispose of the alcohol by pouring the contents down the sink, in the presence of the resident student or Residence Advisor where appropriate. Alcohol can be confiscated by College staff as appropriate. (A fine of €63 will be levied for breach of this regulation).

4.3 Smoking

Smoking is not permitted within the College Residences. (A fine of €63 will be levied for breach of this regulation).

4.4 Electrical Equipment

You are **not** permitted to install any additional electrical equipment including TV's, DVD recorders, mains powered computers, (mini) Fridges, portable cookers, electrical heaters, electrical wiring, gas, piping, or portable gas or paraffin heaters in the room or the residence. If any additional electrical appliances are found they shall be confiscated and returned to the student at the end of the period of residence.

4.5 Unlawful and Dangerous Substances

Students must not store or keep or permit to be kept in the room or in any part of the residence or of the complex any dangerous, combustible or unlawful substances. Students must not store oil, petrol or other inflammable materials whatsoever and must report immediately the presence of such substances or materials left by another student to the appropriate body (The College or your Residence Adviser.)

Students must not bring in, keep or use or cause to be brought in kept or used in the room or residence any drugs or other abusive substance(s). The penalty for such a violation shall be the immediate revocation of the Residence Contract.

4.6 Visitors

Every person other than the residents in the particular residence is a visitor while in that residence and are subject to the authority of the Residence Adviser. Every person other than the person who occupies the particular room is a visitor while in that room. All visitors are expected to abide by the College's regulations. Visitors are admitted on the clear understanding that they will not compromise the health, safety, security and privacy needs of other individuals. Any visitor may be denied admission or removed from the residence at any time. Each student is responsible for the conduct of every visitor invited or permitted by him/her to be in his/her room of residence and is liable for any fines attaching to such conduct or presence.

Visitors are not allowed after 11.00 pm

No overnight visitors are permitted in the Hall of Residence

In the interest of the health and safety of all resident students, it is vital that this rule is not compromised. Breach of this rule shall invoke a first offence fine of €65. A second offence shall carry a fine of €130 and a third offence shall result in the revocation of the Room Contract. The student shall be required to vacate the Hall of Residence.

4.7 Decorations and Residence Appearance

Students must not hang or exhibit, except in an approved manner, any signboard, decorations, posters or advertising matter, or any placard, flag or banner in or on a room, residence or complex. Decorations must not impede or hinder occupants' access to exits. Fire fighting equipment or alarms must not be covered with any decorative materials. In the interests of health and safety, no open flames of any kind or smoke producing material or candles of any sort/description may be used for lighting effect in corridors or rooms. Costs incurred to clean off decorations in the room or in the residence shall be deducted from the Damage/Disciplinary Deposit on an individual basis or pro rata as appropriate. Charges shall be assessed on the student's account whenever damage to the room occurs due to the use of tape, adhesive, picture holders, thumbtacks, nails decals, blue-tack etc.

5. SECURITY

5.1 Campus Security

Each Hall of Residence is private to the resident student in it. Your room is private to yourself and may only be entered with your permission by authorised College Staff in the performance of their duties. Rooms should be locked when unoccupied or when residents are asleep in their rooms.

The College provides on campus security 24 hours per day, 365 days a year. Security can be contacted on telephone number (01) 884 2299 / by internal telephone number 2299 or by mobile number 086 087 0881. The security base is located at the side of the Gymnasium.

In addition to the main site security, a dedicated security officer is provided for the Hall of Residence. The Residence Security Officer can be contacted on telephone number (01) 884 2334 / by internal telephone number 2334 or by mobile number 086 087 0734.

An automated pedestrian gate is operational at the main College entrance and in the interests of health, safety and security of the resident students', vehicular campus access may be restricted within certain hours. Except for emergency vehicles, campus access for other vehicles may be restricted between 11.00 pm and 6.00 am daily.

Please note the local Garda Station is approx 5 minutes away:
Whitehall Garda Station,
Griffith Ave, Dublin 9
Tel (01) 666 4500

5.2 Room Keys

Students should not under any circumstances part with the possession of the keys to the room or the proximity card and shall report any loss thereof immediately to the Residence Advisor and shall indemnify the College in respect of any replacement of keys and/or locks arising therefrom.

Requests for replacement of lost keys may only be made to the Head Porter, Mr Paul Whelan. A replacement key fee of €20 will apply.

5.3 Proximity Cards

Requests for replacement of lost or damaged Proximity Cards may only be made to the Head Porter, Mr Paul Whelan. A replacement Proximity Card fee of €15 will apply.

Through the exercise of normal care and vigilance students should exercise a responsibility for the security of the Hall of Residence. In the interests of safety the doors of the Hall of Residence must not be left open at any time. To deliberately arrange to have an exit door remain open is an offence and subject to a fine. The room door should always be locked when leaving the room.

5.4 Identification

In the interest of the health, safety and security of all College students, a student must carry their College ID at all times and produce his/her College ID card if requested by any member of the College Staff and or the College Security Staff. Failure to carry and produce a College ID Card on request is a serious breach of the Residence Contract and may be deemed as a revocation of the said contract. Revocation of the Residence Contract shall result in the student vacating the Hall of Residence.

5.5 Safety and Security of Persons

To endanger the health, safety or security of any member of the Hall of Residence or the security of the Hall of Residence itself is a serious breach of the Residence Contract and the College reserves the right to revoke it partially or completely.

6. MAINTENANCE

6.1 Room and Residence Maintenance

Students must:

- Keep all furniture, fixtures, fittings appliances and articles in the room and residence in good and proper repair and pay to the College an amount equivalent to the replacement cost of such items as may be broken or destroyed during the currency of this Contact and shall indemnify the College against all claims arising out of and damage thereto.
- Report all damage and maintenance requirements immediately in writing to the Buildings Maintenance Officer by leaving a note at Reception/Porter's Desk.
- Not damage or remove or permit to be damaged or removed the furniture, fixtures and fittings, appliances or articles from the room or the residence.
- Not undertake any cooking except in the kitchenette in the residence and shall not dispose of any materials into any sink or lavatory or otherwise so as to block any drains, pipes or sewers serving the residence or the complex.

- Not place any bottles, containers or other articles in the area of the windows in the room or the residence.
- Not place of cause any obstruction in the entrances to the residence and in particular shall not place any vehicles, motor cycles or bicycles therein.
- Not keep any animal whether as a pet or otherwise in the room or the residence or the complex.
- Not impede the College agents or staff entering the room or the residence for the purpose of examining the state of repair and condition thereof or for the purpose of effecting such repairs or renovations to the room, the residence or any part of the complex.

There will be an inspection of each room at least once a term by authorised College personnel. Such inspections do not require notification.

6.2 Room Cleaning

Students must keep the interior of the room and residence in a clean and hygienic condition, including all fixtures, fittings and installations, and all drains and sanitary fittings therein and shall indemnify the College against all claims arising out of any damage thereto.

The room must be made available for cleaning, if necessary, between 9.00 am and 1.30 pm each day from Monday through Friday.

6.3 Electrical Equipment and Safety

Each student shall assume full responsibility for his/her own safety and the safety of any visitor in his/her room or residence when personal electrical equipment is plugged into the College's electrical supply. Electrical equipment must not be used unless all standard safety regulations are observed.

Each student is required to act in a responsible manner with respect to plugging in electrical equipment, to ensure that the electrical circuit is not overloaded. The utilisation of the existing electrical sockets to power TV's, DVD Players, Music Systems, MP3 Players, PC's, Toasters, (mini) Fridges, Portable Cookers, Kettles, Coffee Machines and other electrical devices/equipment is forbidden. Such devices/equipment may be confiscated and or a fine imposed as appropriate.

In the interest of the Health and Safety of all students in residence, a Fire Warden will be appointed in each residence, in consultation with the Residence Advisor.

7. HEALTH SERVICE

(Additional information available in Students Information Handbook page 32)

You are required to register with one of the following Medical Officers as part of your registration, the College Medical Officers are:

Dr Patrick Kelly	Dr Teresa Coll
Dr Martin F Maguire	Drumcondra Village Medical Centre
40 Upper Drumcondra Road	10 Upper Drumcondra Rd
Drumcondra	Drumcondra
Dublin 9	Dublin 9
Telephone: (01) 837 7315	Telephone: (01) 797 9080

Further details about the Health Service can be found in the Students' Information Handbook. Further queries should be directed to the Students' Union Office E205

7.1 Local Public Hospitals

Beaumont Hospital	Tel	(01) 837 7755
Mater Hospital	Tel	(01) 803 2000

8. INSURANCE

The College accepts no responsibility for any loss of money, valuables or personal belongings brought onto or kept in the student's room, the residence of the complex. Students are advised to carry personal insurance or arrange, if possible, to have their personal effects insured under their parents' insurance policy.

9. PARKING

The College has limited parking spaces available for students, staff and visitors and requires each resident student with a motorcar to display a valid in date Parking Permit on the motor vehicle. Failure to display a valid indate to Parking Permit may result in the vehicle being clamped. Overnight parking of vehicles is prohibited. Vehicles parked on campus between the hours of 11.00pm and 6.00am will be clamped. For further information please access the Campus Traffic Management Plan.

www.spd.dcu.ie/campustraffi

The College accepts no responsibility for any loss or damage to any form of transport that the student may bring onto the College campus. Cars and bicycles must be parked in the designated areas provided for them. The College reserves the right to remove any vehicle parked on campus.

- Please note that a parking permit does not guarantee a parking space
- Parking Permits will not be issued to first year students during the 2011/2012 academic year
- Clamping is in operation on the Campus.

10. TERMS & CONDITIONS

10.1 Discipline – Resident Students

Fines and sanctions for breaches of the terms and conditions of the Residence Contract shall be imposed by the Residence Advisers and or the Secretary/Bursar as specified in this Handbook or the separate list supplied to each resident student. Other fines and sanctions may be imposed by the Residence Advisers or the Secretary/Bursar, as circumstances require, after consultation with the President.

When in the opinion of the Secretary/Bursar a student has breached the contract he may remove the student from the residence or may apply a lesser sanction such as a room change, fine or probation. A breach of contract case is not subject to the College's Code of Discipline and will not be accepted for hearing by a Disciplinary Committee unless additional disciplinary action, such as probation, suspension or exclusion from the College, appears warranted.

The Secretary/Bursar may act administratively to maintain the residence hall, living and learning environment by moving a student to a room other than the one to which he/she was initially assigned or, when required in the best interests of the College as determined by the Secretary/Bursar, by removing a student from College residence. Administrative action taken in accordance with this regulation is not a determination of the Secretary/Bursar on the merits of any underlying disciplinary charge filed by or against the affected student(s).

The decision of the Secretary/Bursar in respect of the above two paragraphs may be appealed to the President within 3 working days of the decision being communicated to the student. The President may assign the case to a nominated person to deal with on his behalf. The President's decision is final.

10.2 Damage/Disciplinary Deposit

The Damage/Disciplinary deposit is retained by the College as an indemnity against student liability to the College. This deposit is refundable in whole or in part only when the College has ascertained that no outstanding liabilities remain to be paid.

- Refunds will be posted to home addresses (at the end of August)

Each student will be held responsible for any damage to furniture or fittings in their respective rooms and must recoup any fines levied from others who might be involved. Any damage to a student's room or common area shall be charged to the offenders. **If offenders cannot be identified, after reasonable enquiries, fines may be levied pro rata on students resident on a corridor, or on that side of the Residence, or in the entire Residence.**

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The damage residential/disciplinary deposit for each resident is €400 which includes a €200 deposit for the resident's room ["individual deposit"] and €200 deposit in relation to the common areas of the hall of residence ["community deposit"].

The individual deposit and community deposit may be forfeited if the room/common area is damaged.

Where a resident has been disciplined in relation to damage to College property or has paid for damage to College property the College will increase the damage residential/disciplinary deposit for that resident to €800 with immediate effect. **Failure to pay the additional deposit will result in revocation of this contract.**

10.3 Damage/Disciplinary Fines

Where breaches of the Terms and Conditions of the Residence Contract occur fines shall be levied on the student in whose room such breaches occur. If visitors are involved a fine shall be levied in respect of each visitor (see section 7) and the student is responsible for recouping from the visitors the amount of the fines imposed. This procedure will also apply to fines incurred by visitors in the residence. Where more than one student is responsible for visitors, fines will be levied accordingly. Fines incurred by you during your period of residence will not be deducted from your deposit. They must be paid separately and directly to the Finance Office (office C102). The consequences of such fines can be very serious and must be carefully noted by each resident student (see section 10.1 and 10.2). The fines attaching to breaches of the Terms and Conditions are shown on a separate list (page 20) and may be changed as conditions warrant.

This section shall be applied with particular effect where 'water showing' occurs or where snow or mud is involved. Residents' attention is drawn to the liability of fines being levied during Rag Week on all or some residents for misbehaviour by individuals who cannot be identified after reasonable enquiries.

10.4 Inappropriate Conduct

Students must not throw or deposit, or permit to be thrown or deposited dirt, rubbish, rags or other refuse in the room, the residence or the complex and at all times shall make sure of the common rubbish bin in respect of such items for removal by the College.

Students must not throw water or any other liquid or object in or from the room or the residence. If such activity results in damage to or worsens the condition of the premises or involves extra labour and costs by staff the Residence Adviser and/or the Secretary/Bursar may levy a fine on all or some residents if reasonable enquiries fail to identify those responsible. Such fines can be recouped from those responsible.

Students must not undertake any cooking except in the kitchenette in the residence and shall not dispose of any materials into any sink or lavatory or otherwise so as to block any drains, pipes or sewers serving the residence or the complex. Students must keep the kitchenette, cooking equipment, crockery and cutlery in a clean and hygienic condition and indemnify the College against all claims arising out of a failure to observe due care in the storage, preparation and consumption of food and drink. Each student must keep all personal crockery, cutlery and non-perishable food in her/his room.

Where these requirements are clearly disregarded and pose housekeeping problems the Residence Adviser and/or the Secretary/Bursar may levy a fine pro rata or impose sanctions on all or some residents if reasonable enquiries fail to identify those responsible. The recoupment of monies for a pro rata fine from the guilty parties shall be the responsibility of those fined. College staff are not obliged to wash up any utensils, crockery or cutlery used by students.

Students must not hold parties and, in particular, not be involved in any dangerous horseplay, games or diversions in the room, residence or complex and shall not play musical instruments or radios, televisions or other sound producing apparatus nor engage in shouting or loud conversations or singing in such manner as to cause distraction or nuisance to other resident students and in particular not between the hours of 11.00 pm and 9.00 am. Fines shall be levied for such breaches and if visitors are involved the student(s) shall be responsible for recouping it.

10.5 Rights of the College

The College may repossess, reassign or inspect rooms for:

- a) Breaches of the terms and conditions of the Residence Contract;
- b) Health and safety and or social reasons;

- c) Inability to observe reasonable standards of behaviour expected in a community setting;
- d) Suspected violations of State and Local Government laws and regulations;
- e) Any conduct prejudicial to the best interests and ethos of the College.

10.6 Privacy and Freedom

Students must not interfere with the right of others to privacy and freedom to enjoy undisturbed study, rest and sleep especially during the periods of examinations and teaching practice.

10.7 Additional Terms and Conditions

The Secretary/Bursar and the Residence Advisers being the duly authorised Representatives of the College are charged with the orderly and harmonious administration of the residence. From time to time additional or alternative Terms and Conditions may be considered necessary and these shall become integral parts of the Residence Contract after approval by the President. All or any such additional terms and conditions shall be notified to residents by posting a typed copy of same on the notice-board in the residence and such posting or affixing shall be deemed to constitute due and proper notice of same.

11. FIRE & EMERGENCY

In accordance with the Terms and Conditions of the Residence Contract each Resident Student shall:

- Be bound by all Fire Safety Regulations and must obey them to insure the Safety of all persons in the residence. Responsibility for non-compliance can leave a person liable to criminal prosecution.
- Not interfere with, remove or relocate, or render inoperable or useless a fire alarm, a fire exit door, a fire extinguisher/s, a key box or any fire fighting equipment or first aid box or any associated safety equipment.
- Pay the actual expenses incurred by any attending Fire Brigade(s) Unit, Alarm Service Company or other specialist personnel, due to setting off a false alarm or to causing a fire. Where the offending person refuses to accept responsibility or cannot be identified after reasonable enquiries the costs of any attending Fire Brigade(s) Unit, Alarm Services Company or other specialist personnel shall be levied pro rata on the residents of the residence(s) affected.

- Take all reasonable steps to ensure that any breach of the Fire Safety Regulations are brought to the immediate attention of the Resident Advisors and appropriate College personnel.
- Cooperate fully with fire drills which shall be organised in consultation with the Resident Advisors and discharge satisfactorily any tasks which such drills may require.

Without prejudice to the right of the College to suspend or expel a student, or to partially or absolutely revoke the Room Contract, a first offence shall incur an automatic fine of €300 and a second offence shall incur an automatic fine of €600. In each instance the offending student shall also pay the cost of any refill or repairs or cleaning arising therefrom.

12. ENDING RESIDENCE

12.1 Return of Room

The student shall leave the room in a clean and orderly condition and remove all personal effects and belongings therefrom not later than 6.00 pm on the day of departure. Any such personal effects or belongings so left in the room, or in the residence after that time shall be disposed of by the College at its discretion without incurring any liability to the resident student. In the event of the College requiring the services of an external contract cleaning company to clean a student room, the costs associated with this activity shall be deemed payable by the resident student.

12.2 Return of Keys

You must return your keys to the Reception/Porter's Desk when departing for the summer holidays or if required to do so at other times. Failure to comply may result in a charge being levied for the price of a new key, a replacement door lock and any attendant fitting charges.

12.3 Refund Deposit

At the end of the last period of residence the room deposit or any balance remaining shall be refunded less any debts due to the College. Refunds will be posted to home address (**towards the end of August**).

12.4 Reference

A reference for future landlords may be provided to students who have no fines, penalties or disciplinary fines issues against them during their period on-campus.

13. ADDITIONAL INFORMATION

13.1 Vacating of Room for College Purposes

If the College requires the resident student to vacate the room during the term of this Contract, by virtue of necessary alteration, repairs or decoration having to be carried out to the room, the residence or the complex or by virtue of such other circumstances as the College may reasonably consider requires vacation of the room, the resident student shall vacate the room within and for such period as the College may stipulate provided that alternative accommodation is made available to the resident student. The College shall not be liable for any loss, cost or expense suffered by the resident student by reason of vacation of the room in accordance with this clause.

13.2 Vacation Period

The College utilises the Hall of Residence during vacation periods to host Seminar and Conference events. To this end, prior to the student vacating the residence at Christmas and Easter vacation, in addition to the above, the student shall leave the room in a clean and orderly condition and store away all personal effects and belongings/equipment as the room may be utilised for Seminar & Conference activities. Please vacate not later than 6.00 pm on the day of departure.

13.3 Revocation of Contract

The Residence Contract shall be absolutely revoked forthwith in the case of a Resident student who is charged with and convicted of an indictable offence and such student shall vacate the room and the residence on 14 days notice in writing, without prejudice to any other rights accruing in favour of the College under the terms and conditions of the Residence Contract.

In the event of a serious breach of any of the terms or conditions of the Residence Contract then the College may at its sole discretion revoke forthwith this Residence Contract and the Resident Student shall vacate the premises on 14 days notice, without prejudice to any other rights accruing in favour of the College under the terms and conditions of the Residence Contract.

14. FINES

14.1 Payment of Fines

Fines incurred during the period of residence must be paid within 7 working days from date of issue of the fine, directly to Finance Office, Room C102. A Finance Office receipt will be issued for the sum tendered. A complete listing of fines is available from the Office of the Secretary/Bursar.

14.2 Nature of Violation Fine

General Information (page 7) 3.2 Laundry (hanging of laundry internally or from windows)	€13 per item removed
Rules & Regulations (pages 8 & 9) 4.1 Cooking (in rooms or in other areas outside designated kitchenette) 4.2 Alcohol 4.3 Smoking 4.4 Electrical Equipment 4.5 Unlawful & Dangerous Substances 4.6 Visitors – Unauthorised after 11.00 pm 4.7 Decorations & Residence Appearance	€63 - 1st offence / €127 - 2nd offence €63 €63 Immediate Confiscation €63 €65 - 1st offence / €130 - 2nd offence €13 / Actual Replacement Cost
Security (pages 10 & 11) 5.1 Campus Security 5.2 Room Keys 5.3 Proximity Cards 5.5 Safety and Security of Persons	€63 €20 €15 €63
Maintenance (pages 11 & 12) 6.1 Room & Residence Maintenance 6.2 Room Cleaning	€63 €63
Terms & Conditions (pages 14, 15, 16 & 17) 10.2 Damage/Disciplinary Deposit 10.4 Inappropriate Conduct (General Disturbance, Noise etc) 10.6 Privacy & Freedom	€400 (increasing to €800) €25 (after 2 warnings) €63
Fire & Emergency (page 17) (Activating false Fire Alarms, interfering with Fire Extinguishers or Emergency Exits)	€300 - 1st offence / €600 - 2nd offence
<p>Where Student activities howsoever arising, other than listed above is carried out and damage to property or disturbance inside and outside of the college grounds is caused then an appropriate fine will be issued by the Residence Adviser or Secretary/Bursar.</p> <p>Fines for damage attributed to the activities of more than one student shall be levied pro rata.</p> <p>Comments</p> <p>.....</p>	

Appendix A

Fire Drill:

Fire Drills are scheduled for each semester and are conducted under the supervision of the Buildings Maintenance Officer in consultation with the Secretary/Bursar.

Appendix B

Fire Wardens:

Each Residence has two Fire Wardens who are responsible for facilitating Fire Drills and Fire Evacuation Procedures. On site training is provided.

**St Patrick's College, September 2011/Coláiste Phádraig,
Meán Fómhair 2011**

Tuilleadh eolais le fáil ó láithreán gréasáin an Choláiste www.spd.dcu.ie nó ón Oifig Iontrála, Coláiste Phádraig, Droim Conrach, Baile Átha Cliath 9. Fón 01 884 2013 / 01 884 2025 / 01 884 2096

Further information available from the College website www.spd.dcu.ie or the Admissions Office, St Patricks College, Drumcondra, Dublin 9. Phone 01 884 2013 / 01 884 2025 / 01 884 2096

St Patrick's College is not bound by any error in, or omission from, this publication. Any changes will be communicated to students in an appropriate manner

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National Development Plan 2007 - 2013