

POLICY OF USE FOR THE JONATHAN SWIFT LECTURE THEATRE

JONATHAN SWIFT MUST BE BOOKED THROUGH THE ARTS OFFICE

THE FOLLOWING MUST BE INFORMED OF EVENT DETAILS – SUCH AS START UP/FINISH TIME – patricia.moriarty@ul.ie; gerald.hallinan@ul.ie; john.mcdonnell@ul.ie; karen.fraher@ul.ie; Reception@ul.ie; paul.lee@ul.ie

IF AN OUTSIDE GROUP IS USING THE THEATRE ALL OF THE ABOVE AND cliona.donnellan@ul.ie MUST BE INFORMED. ALL OUTSIDE GROUPS MUST PRODUCE EVIDENCE OF PUBLIC LIABILITY INSURANCE AT LEAST TWO WEEKS IN ADVANCE

ANY CHANGE OF USE MUST BE FLAGGED WITH THE ARTS OFFICE IN ADVANCE EVEN IF IT IS INTRA SOCIETY

NO TECHNICAL EQUIPMENT, SETS ETC TO BE LEFT IN THE SWIFT WITHOUT PRIOR ARRANGEMENT, THAT IS THERE ARE NO STORAGE FACILITIES, EVENTS MUST BE RUN ON AN IN/OUT BASIS

ROOM MUST BE LOCKED WHEN NOT IN USE – A REPRESENTATIVE MUST REMAIN UNTIL SECURITY COME

ANY LIGHTING INSTALLATION MUST BE DISCUSSED WITH THE ARTS OFFICE AND KIRBY ELECTRICAL IN ADVANCE

NO INTERFACING WITH SWIFT EQUIPMENT UNLESS AGREED IN ADVANCE

SWIFT MUST BE RETURNED TO TEACHING STATUS EVERY EVENING – THIS INCLUDES THE DISPOSAL OF RUBBISH. ALL RUBBISH BINS MUST BE PLACED IN THE CANTEEN

STAGE MUST BE SWEEPED

AUDIENCE TO BE BROUGHT IN THROUGH CANTEEN ENTRANCE, AT LEAST 1 CREW MEMBER TO BE PRESENT AT ALL TIMES UNTIL EVENT IS OVER AND EVERYONE IS CLEARED

SAME ETIQUETTE EXISTS AS AT ANY ENTS GIG IE NO DANCING ON CHAIRS, ROAR POLICY TO BE IMPLEMENTED

AUDIENCE SHOULD BE ENCOURAGED TO ENTER, AND MORE SPECIFICALLY LEAVE WITH RESPECT TO CLEANING STAFF AND PEOPLE USING CANTEEN

MANNED BOX OFFICE TO BE SET UP – ACCOUNTS SHOULD BE AVAILABLE TO CLUBS AND SOCS DEVELOPMENT OFFICER AT ALL TIMES

IF ANY HIGH PROFILE SPEAKERS, PERFORMERS ETC ARE INVOLVED THIS MUST BE FLAGGED WITH THE ARTS OFFICE WHO WILL IN TURN INFORM THE PRESIDENT'S OFFICE – ADEQUATE NOTICE OF THIS SHOULD BE GIVEN

ALL WIRING TO BE SECURELY FASTENED USING GAFFER TAPE, MATS ETC

ALL OUTSIDE BOOKINGS BY OUTSIDE GROUPS MUST COME THROUGH THE ARTS OFFICE, THIS INCLUDES ENTS