

Trinity College
**Office of Spiritual
and Religious Life**

Facility Card Access Agreement

Name _____ Trinity ID # _____

Email _____ Phone # _____

Local Address (e.g., Dorm and Room #) _____

Students with access to either Trinity College Chapel, the Zachs Hillel House, the Charleston House for Interfaith Cooperation, and/or the Muslim Prayer Room agree to the following Terms & Conditions:

1. Trinity College Chapel, the Charleston House for Interfaith Cooperation, and the Muslim Prayer Room are overseen by the College Chaplain directly. The Zachs Hillel House is overseen by the Director of Hillel. Terms and conditions are subject to change by these individuals/offices. For the purposes of this document, only the College Chaplain and the Hillel Director may grant exceptions to these terms and conditions.
2. The Office of Spiritual and Religious Life (OSRL) oversees the aforementioned spaces for the use of Trinity College students, faculty, and staff throughout the academic year. Spaces are generally open during normal operating hours and for services of prayer and other events. Use of these spaces for events, meetings, etc., by student groups should be managed through the Student Activities, Involvement, and Leadership Office. Card access is for authorized users only. Card access is granted through the use of an activated Trinity College ID card.
3. Activated cards are for personal use only. Users may not give or loan activated cards to others. Do not grant access to others by swiping them in or by holding the door open.
4. Food is permitted only in designated areas. Food waste and other debris should be properly disposed of.
5. Certain spaces overseen by OSRL have unique customs associated with particular religious communities (e.g., individuals are required to remove their shoes when visiting the Muslim Prayer Room). Students agree to learn about, conform to, and respect the particular customs.
6. In order to demonstrate welcome and hospitality, the recreational alcohol use in spaces overseen by OSRL is strictly prohibited. An exception is made for alcoholic beverages that are consumed as part of religious practice (e.g., sacramental wine during Holy Eucharist).
7. Sleeping overnight in any space overseen by OSRL is strictly prohibited. Permission for overnight sleeping based on sincerely held religious beliefs or practices is granted on a case-by-case basis. Students seeking this permission should contact the College Chaplain and/or Hillel Director at least two weeks in advance. Other rules around the cleanliness and tidiness of spaces still apply.
8. Students are not to store items in any of the spaces overseen by OSRL during the school year. An exception is made for items that are necessary for student engagement (e.g., organ practice shoes, books, religious implements, etc.) The Office of Spiritual and Religious Life

Trinity College Chapel
300 Summit Street
Hartford, Connecticut 06106

Trinity College Office of Spiritual and Religious Life

reserves the right to collect and store items left in unoccupied spaces. Unclaimed items will be held in the Office of Spiritual and Religious Life for 21 days, after which they will be discarded.

9. Students are not permitted to store items in any spaces overseen by OSRL over the Summer vacation. The Office of Spiritual and Religious Life reserves the right to discard items left in these spaces after May Commencement Exercises with no notice.
10. Rooms and facilities should be clean and tidy at all times. Staff from maintenance and facilities perform routine cleaning in the spaces, but students should also clean up after themselves. This includes disposing of trash, washing and storing used dishes, wiping down surfaces, etc.
11. Unless otherwise granted by the Chaplain or Trinity Hillel Director depending on the space in question, please do not move large furniture. Smaller furniture items can be moved, but must be returned to their original location.
12. While using these spaces, students agree to report any misconduct to the Chaplain and/or Hillel Director.
13. Card access to facilities overseen by OSRL is granted at the discretion of the Chaplain and/or Hillel Director depending on the space in question. OSRL maintains the right to deny card access if deemed necessary. Users may be held liable for damage caused by misuse, negligence, or criminal conduct.
14. Card access is granted during the academic year expires at the end of the current academic year. Card access granted during the summer expires at the end of the summer. Card access is renewable on the condition that the student has not demonstrated a pattern of violation of these terms and conditions.

Violations and Misuse

Violations of this policy and other misuses of OSRL facilities will be documented, and users will face the following disciplinary actions:

First Offense - a verbal/written warning will be given.

Second Offense - Access to the space in question will be revoked for a period of one week.

Third Offense - Access to the space in question will be revoked for the remainder of the semester. This suspension will carry over to the following semester if enacted within six weeks from the end of the current semester.

If a student demonstrates a pattern of violation, the Office of Spiritual and Religious Life reserves the right to revoke card access to the particular space indefinitely.

Student Signature _____ Date _____

Trinity College Chapel
300 Summit Street
Hartford, Connecticut 06106

