

Policy Name: Campus Tours

Policy Title:	Campus Tours Policy
Description:	To outline the procedure for giving permission for conducting tours on campus and matching up any restrictions that may be in place on campus at the time of the request and the requirements of the person/people requesting the tour.
Author (Position):	Head of Conferencing & Facilities
Version:	1
Approved By:	MIE Governing Body
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Date of Next Policy Review:	April 2027 (or as necessary)

Campus Tours Policy

1. Context

Marino Institute of Education (MIE) is a teaching, learning and research community committed to promoting inclusion and excellence in education. We have a long and proud involvement with education, specifically initial teacher education (ITE), dating back over 100 years. Built between 1900 and 1904 by the Congregation of Christian Brothers, the main building on campus, St Mary's, attracts attention from people interested in local or educational history. From time to time requests will come for tours of the campus or part of the campus.

2. Purpose

The purpose of the policy is to outline the procedure for giving permission for conducting tours on campus and matching up any restrictions that may be in place on campus at the time of the request and the requirements of the person/people requesting the tour.

3. Benefits

- 3.1. Adherence to the policy will standardise the way tours are given and ensure that the correct information is given.
- 3.2. MIE will be represented accurately and appropriately and this will protect the reputation of the Institute.
- 3.3. Tours will be given in an orderly fashion to ensure academic and organisational needs are respected.

4. Policy

- 4.1. There is no general right to conduct tours on the Campus without express permission of a senior staff member in MIE (for example the President or Head of Conferencing & Facilities) and it would be the norm for tours to be given by staff of MIE.
- 4.2. From time to time permission can be granted to local historians to conduct walking tours of the grounds and these are always requested in advance through the Office of Public Works (OPW) and/or staff in Marino Casino.
- 4.3. It is important that those giving tours have been trained appropriately and that they are sufficiently aware of the history of the campus so that accurate information can be given. It is also essential that those giving tours are aware of MIE's courses, current

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and proposed, so the person receiving the tour receives all the information they may need.

4.4. Tours of campus can be given for any of the following reasons;

- i. Interest in the history of MIE and the buildings,
- ii. Interest in one or more of our academic programmes,
- iii. Interest in our conferencing facilities which can include meeting rooms, classrooms, sports facilities and licenced offices.

4.5. Generally speaking, tours will be given by the following groups of staff or community;

- i. Staff in the Conference Centre,
- ii. Staff in the [Registrar's Office](#),
- iii. Members of the St Joseph's Community (Congregation of Christian Brothers),
- iv. Members of the Christian Brothers Province Centre.

5. Responsibility

Responsibility for this Policy rests with the Head of Conferencing & Facilities.