

INSTITUTION FOR SOCIAL AND POLICY STUDIES
Yale University, 77 Prospect Street

ROOM RESERVATION POLICIES FOR ISPS ROOM A001
(Seminar-style Classroom; Max. Capacity 49)

Building Access and Security: All event attendees must use the main front entrance to ISPS located on 77 Prospect Street. Doors to the outside may never be propped open to allow entrance. Events may only be held during regular business hours: Monday through Friday from 8:00 a.m. to 5:00 p.m. during the academic year; Monday through Friday from 8:00 a.m. to 4:00 p.m. during summer months.

Maximum Capacity: Although the optimal capacity for Room A001 is 25-30 people, the maximum capacity is 49 people according to the fire code enforced by the Yale University Fire Marshall. This room capacity is not to be exceeded.

Room Seating: This room is normally equipped with comfortable seating for 30 people. Additional folding chairs are available at the bottom of the main stairwell. Please return all folding chairs to the storage cart after use.

Furniture: This room is equipped with a central seminar table (seating 18), that is actually made up of six movable tables that can be reconfigured to accommodate different event formats. Seven more movable tables (seating 12) line the perimeter of the room and can be used for work space or catering. There is also a speaker's podium. Please return all furniture to its original position at the end of your event.

Time Allowance: Your room reservation should include time allowances for set-up and clean-up. We require a minimum of 10 minutes between functions for students/attendees to enter and exit the space. Please do not allow caterers to set-up before your scheduled time, and do not allow your event to run later than the time reserved for you.

Audiovisual: A001 is equipped with a classroom AV system that includes a built-in computer and monitor with keyboard and mouse, LCD projector, motorized retractable screen, and BluRay player, all run from a touchscreen control panel at the speaker's podium. If you require additional audiovisual services or assistance, please contact Yale Classroom Technology & Event Services for central campus (203-432-2650). Please note: this classroom is NOT equipped with a phone or phone jack and, therefore, cannot be used for conference calls.

You may use the built- in computer if you login with a valid Yale NetID and upload files via a USB flash drive. You can also use a laptop computer that you provide to plug into the AV system. Please plan to test your laptop in advance to guarantee that it will work as expected in front of your audience. There are separate settings for PC and Mac formats. If you are using a MAC laptop computer, you should bring the appropriate adapter for the VGA cable. Please be sure to delete any uploaded files to the built-in computer and turn the AV system off at the end of your event.

If you use the whiteboard in the front of the room, please use appropriate dry-erase markers. Regular or permanent markers must never be used. Please erase the whiteboard before exiting the room.

Initial Orientation: For those who are using ISPS for the first time, or for repeating groups who have new people assisting them, we require that the person responsible for overseeing the event(s) make an appointment to meet with an ISPS staff person for a brief orientation prior to the event. Please contact Cheryl Tappin (cheryl.tappin@yale.edu or 432-0589) for an appointment at the time you submit the Room Reservation Form for ISPS Room A001.

Catering: Catering is allowed in Room A001 and tables are provided for this purpose. Please have caterers enter the building at the main front entrance and use the service elevator on the other side of the Common Room, or enter through the lower level back door near the Trumbull Street driveway behind ISPS. Food should not be transported over the stone tile stairways. Please report any major spills or mishaps with food immediately to avoid permanent damage to carpets or furniture.

You are responsible for arranging the catering for your event including receipt of the delivery, set-up, and clean-up. (See section on “Trash Disposal” below.) You are also responsible for enforcing State laws and Yale policy if you will be serving alcoholic beverages during your event.

Trash Disposal: Room A001 is normally equipped with one trash container near the back exit of the room. Additional trash containers are available upon request. All trash must be removed from trash containers, and a fresh trash liner put in place. Extra trash bags are always found in the bottom of the trash containers. If your food includes liquids like oils, salad dressings, or sauces, please double-bag your trash to avoid leakage. Trash must come upstairs and be left under the counter in the kitchen area of the ISPS Common Room. You are responsible for the disposal of any leftover food or beverages and they should be removed from the ISPS building. A recycling receptacle is available in Room A001 for the disposal of EMPTIED cans and bottles. If your delivery includes cardboard boxes or large trays, you must either break them down to fit into a trash bag or remove them from the building. If the caterer must return to reclaim non-disposable trays, coffee carafes, utensils, etc., these items should be removed from the event space and taken to another location for pick up. (Please check with Cheryl Tappin for an appropriate space.)

PTAO Requirement: Although there are no regular charges for room reservations at ISPS, we do request a departmental PTAO to be used if the room sustains damages that require special custodial services or furniture replacement.

ISPS Staff Support: ISPS staff can only provide limited support in addressing unexpected difficulties or troubleshooting problems with the AV systems. We cannot provide regular administrative assistance. You are responsible for bringing photocopied materials, door signs, or any other supplies necessary for your event. We do not have a computer kiosk or photocopy machine available for general use. Please visit Cheryl Tappin in the Common Room or Pam Greene in the Business Office if an emergency arises.

Smoking: Smoking is not allowed anywhere inside the ISPS building at any time.

Cancelation: If you must cancel or change a room reservation for any reason, please notify Cheryl Tappin (cheryl.tappin@yale.edu or 432-0589) as soon as possible.

Check List As You Leave the Room:

- ✓ End event to accommodate clean up and departure in time allowed.
- ✓ All table surfaces have been wiped down after serving food.
- ✓ Any major spills or messes have been reported to ISPS staff.
- ✓ All food has been properly disposed of.
- ✓ All trash has been removed and placed in the appropriate place.
- ✓ Cans and bottles have been emptied and recycled.
- ✓ A clean trash bag has been installed in the trash container.
- ✓ All audiovisual equipment has been turned off and returned to its original position.
- ✓ All furniture has been returned to its original position.
- ✓ Additional folding chairs have been returned to their cart in the main stairwell.
- ✓ Whiteboard has been erased (if it was used).
- ✓ **All doors to the outside are closed and secured, and all event attendees have exited the building at the main entrance. If there is a problem with the doors, it is your responsibility to contact Campus Security at 203-785-5555. PLEASE DO NOT LEAVE THE BUILDING UNATTENDED BEFORE SECURITY ARRIVES.**

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ROOM RESERVATION FORM FOR ISPS ROOM A001 (Max. Capacity 49)

Acknowledgement and Authorization: I have read the Room Reservation Policies for ISPS Room A001 and I agree to abide by the policies and procedures as set forth by the Institution for Social and Policy Studies. I understand that failure to comply with these terms can result in the termination of my current room reservation and/or the rejection of future requests.

Event Name: _____

Event Date(s): _____ Event Time(s):_____

Sponsoring Yale Department/Program: _____

PTAO: _____

Person organizing this event: _____

Contact Phone & Email: _____

Person overseeing the event onsite: _____
(if different from organizer)

Contact Phone & Email: _____

Has this person coordinated an event at ISPS before? (Yes/No) _____

Caterer for this event (if applicable): _____

Audiovisual needs for this event: _____

Signature of Organizer: _____ Date: _____

Signature of Onsite Person: _____ Date: _____
(if different from organizer)

NOTE: Graduate or undergraduate students who are coordinating events are required to have a Yale faculty or staff person who will act as their mentor and supervisor for the event and will share responsibility for complying with ISPS policies. Please include the following signature if necessary.

Signature of Yale Faculty/Staff Supervisor: _____

Name Printed with Title: _____

**Please fax completed form to: Cheryl Tappin, ISPS, FAX # 432-3296,
Or email completed and scanned pdf copy of form to cheryl.tappin@yale.edu.**

For ISPS Staff Use Only:

Approval Date: _____ Staff Initials: _____

Orientation Date: _____ Staff Initials: _____