

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

ROOM RESERVATION POLICIES FOR ISPS ROOM B012
(Seminar-style Classroom; Max. Capacity 37)

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 B012 is 20-25 people, the maximum capacity is 37 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 26 people. Additional stacking chairs are available in the back of the room. Please restack chairs to their original position after use.

Furniture: This room is equipped with a central seminar table (seating 14), and another 13 chairs lining the perimeter of the room. Two tables are available for catering service. 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 that has been reserved for you.

Audiovisual: B012 is equipped with a standard classroom AV system that includes an LCD projector, DVD player, and VHS player that are run from a console near the speaker's podium. An overhead projector is also available in the room at all times. A retractable screen and control switch are located just above the AV console. **If you require any other audiovisual services beyond those available at ISPS, please contact Yale Audio Visual Services for central campus (432-2650).**

You must provide your own laptop computer if your event will include a digital media presentation (e.g., PowerPoint). Please plan to test your laptop in advance to guarantee that the format is compatible with the AV system and that it will work as expected in front of your audience. If you are using a MAC laptop computer, you should bring the appropriate adapter for the VGA cable. **Please be sure to turn the LCD projector off at the end of your event.** The controls in this room can be tricky, so please ask for help if you don't know how to turn the projector off.

If you use the whiteboard in the front of the room, you must 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 B012.

Catering: Catering is allowed in Room B012 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 B012 contains one trash container. 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 B012 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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Yale University, 77 Prospect Street
ROOM RESERVATION FORM FOR ISPS ROOM B0121 (Max. Capacity 37)

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: _____