

ROOM RESERVATION POLICIES FOR ISPS ROOM A002

Institution for Social and Policy Studies
Yale University, 77 Prospect Street

(Tiered Lecture-style Classroom; Max. Capacity 60)

Building Access and Security

- All event attendees must use the main front entrance to ISPS located at 77 Prospect Street.
- NEVER prop open doors to the outside to allow entrance
- Events may only occur 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

- Optimal capacity: 40-44 people
- Maximum capacity: 60 people (per the Yale University Fire Marshall)

This room capacity is not to be exceeded.

Room Seating

- This room will seat forty-four (44) people comfortably
- 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 stationary table surfaces across each tier of the classroom (seating 44):

- 2 handicapped accessible desks
- 4 additional movable tables (2 on each side of the room for catering, conference materials, etc.)
- A speaker's podium

Please return all furniture to its original position at the end of your event.

Time Allowance

- Your reservation time slot should include allowances for set-up and clean-up.
- At least 10 minutes MUST be allotted between functions for attendees to enter/exit the space.

Please do not allow caterers to set up before your scheduled time or allow your event to run later than your reserved time.

Technology

A002 is equipped with a classroom AV system run from a touchscreen control panel at the speaker's podium. The system includes:

- Motorized retractable screen
- Projector
- In-room computer with monitor, keyboard, and mouse controls (requires Yale login credentials)
- Cables for hooking up a personal laptop computer (HDMI and USB-C)
- Microphones: 1 podium microphone, 2 wireless hand-held microphones, and 2 lavalier microphones

If you require additional audiovisual services or assistance, please contact Yale Classroom Support Services at 203-432-2650.

There is also a dry-erase whiteboard at the front of the room.

Catering

Catering is allowed in Room A002, and tables are provided for this purpose. Caterers should enter via the 77 Prospect Street main entrance, pass through the ISPS Common Room, and use the elevator to the lower level. Tables used for food or beverage service must be covered with plastic or cloth linens.

Food should not be transported over the stone tile stairways. Please report any major spills or mishaps with food/beverages immediately to avoid permanent damage to carpets or furniture.

NOTE: You are responsible for all catering arrangements associated with your event including receipt of the delivery, set-up, and clean-up. You are also responsible for enforcing State laws and Yale policy if you will be serving alcoholic beverages during your event.

Trash Disposal

There are 2 trash containers, one on each side of Room A002 (additional containers are available upon request). After your event:

- All trash **MUST** be removed from the container(s) and a fresh liner placed in each. Extra liners can be found in the bottom of the trash containers.
- If the trash contains liquids (beverages, salad dressings, sauce, etc.), please double-bag to avoid leakage.
- All trash bags must be placed in the large trash bin at the bottom of the back staircase.
- Recycling containers do not have to be emptied. Please do not place items with food waste in the recycling containers.

You are responsible for all post-event trash disposal. Additionally, leftover food/beverages must be removed from the building.

First-time Initial Orientation

When using ISPS for the first time (or if a returning group is being run by new people), the person in charge of the event is required to meet with an ISPS staff person for a brief orientation prior to the event.

After submitting the Room Reservation Form for ISPS Room A002, please contact Megan Butler to schedule a time. (megan.butler@yale.edu)

COA Requirement

Although there are no regular fees charged for room reservations at ISPS, **we require a departmental COA in advance** if additional custodial services are necessary.

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.

Cancellation

If you must cancel or change a room reservation for any reason, please notify Megan Butler as soon as possible. (megan.butler@yale.edu)

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

Check List as You Leave the Room:

- ☐ End the event to accommodate clean-up and departure in time allowed.
- ☐ 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.
- ☐ 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.**

ROOM RESERVATION FORM FOR ISPS ROOM A002 (Max. Capacity 60)

Institution for Social and Policy Studies

Yale University, 77 Prospect Street

Acknowledgement and Authorization: I have read the Room Reservation Policies for ISPS Room A002 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: _____

COA: _____

Person organizing this event: _____

Contact Cell Phone & Email: _____

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

Contact Phone & Email: _____

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

Caterer and delivery time(s) 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 email completed form to Megan Butler (megan.butler@yale.edu)

For ISPS Staff Use Only:

Approval Date: _____ Staff Initials: _____

Orientation Date: _____ Staff Initials: _____