

Today's Date: _____

INTERNATIONAL CENTER FOR YALE STUDENTS & SCHOLARS

421 Temple Street, New Haven, CT 06511

CENTER HOURS: Monday through Friday 8:30am until 9:00pm (during the academic year).

Weekend hours may be requested but are dependent on availability of student monitor coverage and fees may incur.

ROOM RESERVATION REQUEST FORM

Your reservation cannot be confirmed unless you return this completed form. Please e-mail the completed form to: **oiss@yale.edu** or fax it to: 432-7166. Please call 432-2305 if you have any questions.

Group/Department	
Contact Person	
Phone	
E-mail	

Event Title	
Event Type	

(talk, workshop, seminar, class, meeting, reception, etc.)

Event Date(s)	
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(eg. Wednesday, January 7, 2009) *recurring meetings should be scheduled each semester – please indicate whether or not meetings during Thanksgiving and/or Spring Recess will take place

Set-Up Time (start of reservation)	
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Actual Event Time	
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Clean-Up Time (end of reservation)	
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(PLEASE NOTE: events that run over time specified may incur charges)

Number of Participants	
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(maximum number of participants/attendees expected)

Room Requested (mark 1 st and 2 nd choice)	<input type="checkbox"/> Multi-Purpose Room (104, entire 1 st floor) <input type="checkbox"/> Resource Room (108) <input type="checkbox"/> Conference Room (104a, behind glass wall) <input type="checkbox"/> Conference Room (203, 2 nd floor)
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(leave blank if you do not have a preference) *see page 3 for room capacities

Room Set-Up Notes	
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(please indicate all details about your room set-up needs; e.g. # of tables, chair placement, etc.)

Audio/Visual Requests	
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(e.g. A/V connection for projection, microphone) *groups must bring own laptop

Food and Beverages (Y/N)	<input type="checkbox"/> check here if kitchen is needed
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Groups are responsible for their own food & beverage service. Groups must supply their own tablecloths and paper goods (plates, napkins, cutlery, and serving utensils). OISS will not be assisting with your event (unless OISS is co-sponsoring and has indicated food service). There is a fully-equipped kitchen for food & beverage preparation and set-up, but access to the kitchen is limited during office hours. While currently there is no charge to use the space at OISS, we do reserve the right to charge groups/departments with any expenses incurred for clean-up or repair after an event.

Alcoholic Beverages (Y/N)	
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Please indicate if you plan to serve alcoholic beverages. *Authorization from OISS is required to serve alcoholic beverages.* OISS enforces the guidelines set forth in the Yale College Regulations on Alcoholic Beverages. Under no circumstances may alcohol be served to anyone under the age of 21. Groups violating this regulation will not be permitted to reserve rooms at OISS in the future.

Caterer (if being used)	
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FOR OFFICE USE ONLY:

Evening/Weekend Room Request (Y/N) _____ Room Charges (Y/N) _____ Charging Instructions _____
 (Y/N) Monitor(s) _____

ROOM RESERVATION INFORMATION & POLICIES

All reservations must be Yale University departmental/student group related events.

(1) Priority Events – All in-house reservations are considered a priority over outside room requests

(2) Monitors – Event Monitors are required for all events held outside OISS office hours (M-F, 8:30am-5:00pm). OISS will make the arrangements for these services. Event Monitors are available to assist with furniture arrangements but are not responsible for the clean-up after an event.

(3) Fire Code – The Yale University Fire Marshall strictly enforces the maximum room capacity fire code and makes frequent, unscheduled inspections. Under no circumstances will an event be allowed to exceed the maximum room capacity. Groups violating this regulation will not be permitted to reserve rooms at OISS in the future.

(5) Furnishings and equipment – Re-arranging furniture and equipment in any room at OISS is discouraged. Tables and equipment are provided for the individual rooms at OISS. Please do not move these items to another room. In addition, please do not remove hung artwork from the walls. If you plan to use any additional decorations, you must receive prior approval from OISS. *Lost, stolen or damaged furnishings or equipment will be replaced at the sponsor's expense. Please see the Student Monitor for more details.*

(6) Smoking – Is not permitted anywhere in OISS

(7) Candles – Are not permitted anywhere in OISS

(8) Music – Music is not allowed during business hours.

(9) Parking – Off street parking is available along Temple Street and Whitney Avenue. The parking lot is open to public parking after 5:30pm on weekdays and free on weekends.

(10) Confirmation – Confirmations for room requests will be made by email.

(11) Media Equipment Provided – Multi-Purpose Room (Rm 104): microphone, LCD projector, projection screen and laptop connectivity available; Conference Room (Rm 203, 2nd floor): flat-screen TV w/ laptop connectivity available. Groups must bring own laptop and any appropriate adaptor cables.

(12) Additional A/V Equipment – The rooms are given for use as is. You are responsible for any additional audio/visual equipment that is needed for your event. Groups needing these services should contact Yale Media Services at 432-2650

(13) Custodial Services – Rooms must be left clean after use and all furniture returned to its original position. Again, the Student Monitors are available to assist with the furniture arrangements. Groups are responsible for general clean-up and collection of garbage immediately following an event. The International Center's nightly custodial service will address vacuuming and cleaning of bathrooms.

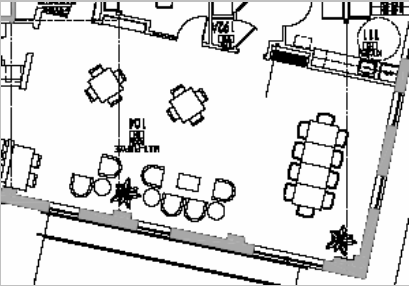
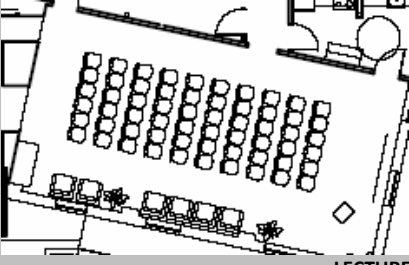
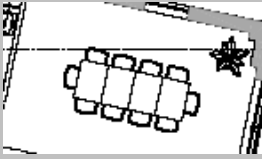
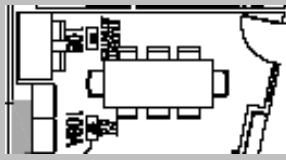
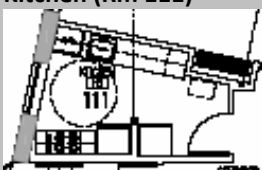
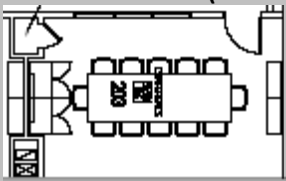
Acknowledgment and Authorization:

I have read and agree to abide by the rules and charges governing the use of The International Center.

Signed: _____

Dated: _____

ROOM REFERENCE GUIDE

Room Name	Room Capacity
<p>Multi-Purpose Room (Rm 104)</p>  <p style="text-align: center;">REGULAR</p>  <p style="text-align: center;">LECTURE</p>	<p>Regular room set-up (mixed seating and standing): 120 (ideal for reception-style events)</p> <p>Lecture style seating: 65</p> <p>Sit Down Meal: 50</p>
<p>Conference Room (Rm 104a)</p> 	<p>10 (room can easily accommodate 16 with additional chairs)</p> <p>U-Configuration: up to 15</p> <p>O-Configuration: up to 20</p> <p>Sit Down Meal: up to 24 (but this is very tight)</p>
<p>Resource Room (Rm 108)</p> 	<p>8 (room can easily accommodate 12 with additional chairs)</p>
<p>Kitchen (Rm 111)</p> 	<p>n/a Equipped with stove, double wall ovens, refrigerator, dishwasher)</p>
<p>Conference Room (Rm 203)</p> 	<p>12 (room can easily accommodate 16 with additional chairs)</p>