

THE WHITNEY AND BETTY
MACMILLAN CENTER
FOR INTERNATIONAL AND AREA STUDIES AT YALE

NON-MACMILLAN ROOM RESERVATION POLICY AND PROCEDURES

PRIORITIES

The priorities for reservations for the various rooms in Luce Hall remain as follows:

Auditorium – Registrar classes (M-Th, 9:00-3:45), MacMillan classes, MacMillan events, events sponsored by Yale, other.

Rm 102 – Registrar classes (M-F, 8:30-3:20), MacMillan classes, MacMillan events, events sponsored by Yale, other.

Rm 103 – MacMillan Director’s Meeting Room, Director’s classes, MacMillan events.

Rm 202 - Registrar classes (M-F, 9:00-3:20), MacMillan classes, MacMillan events, events sponsored by Yale, other.

Rm 203 – MacMillan classes, MacMillan events, events sponsored by Yale, other.

Rm 302 - Registrar classes (M-F, 9:00-4:20), MacMillan classes, meetings.

With respect to **all rooms, except the auditorium**, it is the goal of the Center and the Registrar to preserve the 11:45 – 12:45 time slot for non-class MacMillan-sponsored events since this is the most popular time slot for lunchtime lectures. If at all possible, you should schedule your lunchtime events for M-W-F since these are the days of the week that the rooms are least likely to be needed for classes.

POLICIES

- 1) All reservation requests will be date-stamped and held each term until after that term’s shopping period.
- 2) At the end of each term’s shopping period the requestor will be notified via e-mail that the reservation request is either “CONFIRMED” or has been “DENIED” due to a scheduling conflict.
- 3) *POLICY EXCEPTION*: Reservation requests for **weekends and evenings** during the months of **January** and **September** will be “CONFIRMED” or “DENIED” immediately depending on availability.
- 4) During the academic year, no single entity can book the entire second floor (classrooms and common room) and/or the auditorium for full days more than two weekends in any given month.

ROOM RESERVATION PROCEDURE

The procedure for reserving a room in Henry R. Luce Hall is as follows:

- 1) Complete a room reservation form available at www.yale.edu/macmillan/reservations
- 2) See Policies (1-4) for details regarding e-mail confirmation and usage; and
- 3) When there are changes in event times, usage, or event cancellations, administrators are responsible to notify the MacMillan Center at 203-432-3410 as soon as possible, so that the reservation information can be changed accordingly.

Thank you in advance for your cooperation.