

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

Yale University
34 Hillhouse Avenue
PO Box 208206
New Haven, CT 06520-8206

ROOM RESERVATION REQUEST FORM
MACMILLAN COUNCILS AND AFFILIATES

Your reservation can not be confirmed unless you return (1) this form, (2) include PTAE0, and (3) an authorized signature from the sponsoring council or affiliate, and the **ACKNOWLEDGEMENT OF THE SERVICE FEES, CANCELLATION, AND CLEANING REQUIREMENTS**. Email this completed form to Lina Chan at lina.chan@yale.edu. Thank you for your cooperation.

Sponsor/Organizer _____ Phone _____
Contact Person _____

Fax _____ Email _____

Talk/Event Title (the event title listed here will be on the MacMillan Center's room reservation database)

Speaker & Affiliation _____

Event Type _____ (class, conference, workshop, seminar, reception, etc).

Event Date _____ (e.g. Wednesday, July 26, 2009)

Event Time _____ (e.g., 9:00 am - 4:00 pm)

Attendees# _____ (maximum number)

Room Requested _____ **1st choice** (refer to the MacMillan Center/Luce Hall Room Chart)

Room Requested _____ **2nd choice**

Digital Screen (Y/N) _____

AV Requests Please call Media Services @ 2-2650

Food and Beverages -Please indicate if you plan to serve alcoholic beverages. *Authorization from the MacMillan Center is Required to serve alcoholic beverages.* The MacMillan Center 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.

Alcoholic Beverages (Y/N) _____ **Caterer (name)** _____

PTAEO#

(required) for all

evening events _____

SERVICE FEES

Event monitors are required for all events held outside business hours (M-F, 8:30am-5:00p.m). A minimum fee of \$60.00 will be charged for an event of three hours or less; \$20.00 each hour thereafter. Events which overlap hours will share the cost of the monitoring; costs for hours which extend beyond the overlap hours are the exclusive responsibility of that events sponsor.

Cancellations – Sponsors will be charged the minimum fee of \$60 if a room reservation requiring a monitor is canceled less than 24 hours prior to the event.

Cleaning is required for reservations serving food and beverages. You are responsible for making arrangements with Custodial Services.

Please sign below indicating you have read the above policies.

Name _____ Date _____
I have read the Service Fees, Cancellation, and
Cleaning policy

Due to commencement preparations in the month of May, requests for dates during the 3rd & 4th week may not be approved.

Acknowledgement and Authorization -

I have read and agree to abide by the rules and charges governing the use of the MacMillan Center/Luce Hall Reservation Policies and Procedures policy

Name _____ Date _____
Authorized Council/Program

| MacMillan/Luce Hall Room Chart | |
|---------------------------------------|-------------------------|
| Room Name | Maximum Capacity |
| Auditorium 101 | 155 |
| Common Room | 200 |
| Class 202 | 48 |
| Class 203 | 48 |
| Conference 302 | 10 |
| Seminar 102 | 20 |
| Seminar 103 | 20 |

For additional notes and comments please include that information in your email

Please email this completed form to Lina Chan at lina.chan@yale.edu.