

**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
YALE DEPARTMENTS**

Your reservation can not be confirmed unless you return (1) this form, (2) include PTAE0, and (3) an authorized signature from the sponsoring department. Thank you for your cooperation. Please email this form to Lina Chan at lina.chan@yale.edu or fax to: 203-432-9383

Sponsor/Organizer _____ **Phone** _____

Contact Person _____

Fax _____ **Email** _____

Event Title

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

Event Type _____ (class, conference, workshop, seminar, reception, etc).
Please be very specific regarding the use of the space

Event Date _____ (e.g. Thursday, June 15, 2006)

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**

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) _____

Common Room Set-up: Please see the Building Coordinator

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

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

Evening (after 4.30 p.m.)

Weekend (Saturday & Sunday)

_____ Monitor _____ Custodial

_____ Monitor _____ Custodial

ROOM RESERVATION RATES AND POLICIES

MacMillan/Luce Hall Room Chart				
Room Name	Maximum Capacity	Rental Fee	1stChoice	2ndChoice
Auditorium 101	155	\$ 75	_____	_____
Common Room	200	\$ 100	_____	_____
Class 202	48	\$ 50	_____	_____
Class 203	48	\$ 50	_____	_____
Conference 302	10	\$ 50	_____	_____
Seminar 102	20	\$ 50	_____	_____
Seminar 103	20	\$ 50	_____	_____

Reservations - All reservations must be Yale University departmental related events. We do not allow personal reservations to take place here at Luce Hall. *Graduate Student groups must have Faculty or Administrative sponsorship to reserve rooms at Luce Hall.

(1) Priority Events - All in-house reservations are considered a priority over outside room requests - Please see our policy for Non-MacMillan events.

(2) Monitors Fees - Event monitors are required for all events held outside business hours (8:30am-4:30pm). The MacMillan Center will make the arrangements for these services. There is a three-hour minimum (\$60/per event) when hiring event monitors. Each additional hour after the first three hours is charged at \$20/hour. **Classes held after 5pm will be charged a monitors fee.** **When you arrive at the MacMillan Center, please check-in with the monitor who will be located at the 1st floor lobby area. The monitor will answer any questions at that time.**

(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.

(4)Furnishings and equipment - Rearranging furniture and equipment in any room at Luce Hall is discouraged. Tables and equipment are provided for the individual rooms at Luce Hall. Please do not move these items to another room. *Lost, stolen or damaged furnishings or equipment will be replaced at the sponsor's expense. Please see the Building Coordinator for more details.*

(5) Smoking - Is not permitted anywhere in Luce Hall

(6) Parking - Off street parking is available along Hillhouse Avenue and Prospect Street. Most of Yale's parking lots open at 4:00pm - to park in any Yale lot before 4:00pm please call the Yale Parking Office.

(7) Confirmation - Confirmations for an event will normally be made no sooner than thirty (30) days before the event unless the room request was submitted before the classroom schedule for academic classes held in Luce Hall has been entered into the database. All confirmations are sent via email.

(8)Media Equipment - Room(s) 102 and 103: Television w/ VCR-DVD combination, slide projector and overhead projector. Room(s) 202 and 203: Mounted LCD projectors, slide projector and a data projector - Switcher box; Laptop, VCR, DVD - Auditorium: Fully Equipped

(9) Additional Equipment – The classrooms 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 2-2650

(10) Custodial Services – To arrange custodial services before and after an event, including furniture arrangements and cleaning needs, contact Custodial Services at 432-6511. Rooms must be left clean after use and all furniture returned to its original position. **PRE-ARRANGEMENT FOR CLEANUP IS REQUIRED FOR ALL EVENTS SERVING FOOD AND BEVERAGES.**

Acknowledgment and Authorization –

I have read and agree to abide by the rules and charges governing the use of the MacMillan Center/Luce Hall as set forth by the MacMillan Center Director's Office.

Signed: _____

Dated: _____

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CHECKLIST FOR EVENT SPONSORS

The following are a few items that may be helpful in serving as a reminder to you when using Luce Hall.

1. Please have someone stationed in the lobby to direct event participants and answer questions regarding your event – Have information about your event posted on the poster board in the lobby. **DO NOT** set-up registration tables in the lobby, coffee service or food.
2. Contact Audio Visual for media equipment that’s not provided by Luce Hall.
3. Luce Hall does not provide parking access to the parking lot, nor do we give out quarters or vouchers for the parking meters outside – you may purchase parking passes for parking lots on campus through Yale Parking.
4. If you need any furniture moved for your set-up this service is provided by custodial service. Please contact custodial service if you require their services. Please take note we **DO NOT** allow large arrangements in the **Common Room** that require removal of the **furniture or re-arranging the furniture**. Also, we do not take reservations for events to be held outside on the lawn in front of Luce Hall - **LARGE PROPS ARE NOT TO BE USED IN LUCE HALL!!**
5. **Cleaning before & after on weekends is provided by custodial service. Please contact Custodial Service for cleaning, furniture set-up etc. Cleaning services is required when renting the Common Room for ALL events serving food and beverages.**
6. When using the Common Room for receptions please make sure that any food left over **MUST** be removed from the area. **Please do not place any food on the buffet table under the portrait.**
7. If you’re planning on storing material in Luce Hall needed for your event – Please contact the Building Coordinator before the day of your event.
8. Please inform the Building Coordinator of **ALL** deliveries of equipment, tables; etc. to be left in the building days before your event.

Building Coordinator (Luce Hall)	2-3410
Custodial Service	2-6511
Audio Visual	2-2650