

Yale WEST CAMPUS

Tour and Events Information & Fact Sheet

Address: 137-141 Frontage Road, Orange CT
Phone: Visitors Center 737-3111
Website: <http://www.yale.edu/westcampus/>
Directions: <http://www.yale.edu/westcampus/directions.html>

Tours:

A general one-hour driving tour of the West Campus is offered the 2nd and 4th Tuesdays of every month at 9:30 a.m. Up to 24 individuals can be accommodated per tour. Tours leave from the West Campus Visitor Center, 141 Frontage Road, Orange, CT. Reservations are required and parking is available.

Events:

The Grace Murray Hopper Auditorium and the cafeteria in Building W-B25 are available for Yale-affiliated meetings, conferences, and events. Event minimum is 25 attendees and maximum is 250 attendees. Space is available Monday through Friday, 7:30 a.m. to 6 p.m. There are no room rental fees, but there are varying fees for custodial and other building-use charges depending upon event size. When booking an event, you will need to fill out a FAMIS work order request; please click here to access the FAMIS form: <https://secure.its.yale.edu/cas/login?service=http%3A%2F%2Fjava.facilities.yale.edu%2FFFI%2FFWR%2F>
Event reservations are not confirmed until a work order has been received.

For Reservations:

For information on holding a Yale event or large meeting at West Campus, please call 203-393-1482 or 432-5681 or e-mail sharon.finkenauer@yale.edu.

W-B25 Amenities:

- Wireless internet throughout building. Through June 30, 2009, computers must be Yale issued and registered for wireless access. Register through your department's DSP or call 432-9000 prior to the event.
- Fax/copier available
- On site phone 737-3060

Lobby

- Capacity - 250
- Two – 7' Registration Tables

Auditorium – First Floor

- Seating Capacity - 260
- Podium w/ microphone
- DVD
- VHS
- BETA
- 6 wireless channels
- 4 hand held microphones
- 2 dedicated lavalieres

Cafeteria – First Floor

- Podium/sound system
- 170 Chairs
- 49 Tables (36" x 36")
- Set Up: 16 tables of 8 = 128 16 tables of 10 = 160 24 tables of 6 = 144
- 3 - 60" Rounds (seat 7)
- 2 - 8' tables and 2 - 6' tables (food and beverage service)

Room 208 Conference Room – Second Floor

- Seating capacity 26 around table
- Additional seating around perimeter of room. Maximum capacity 33
- 2 White Boards (supply own markers)
- Drop down screen
- Projector available upon request
- Coat closet
- 3 - 5' tables in lobby outside for food and beverage service.

Video Conference Room 204 – Second Floor

- Seating Capacity 14
- White board

Room 276 Small Conference Room – Second Floor

- Seats 8
- White Board
- For breakout sessions only

Room 264 Small Conference Room – Second Floor

- Seats 6-8
- White Board
- For breakout sessions only

FOOD SERVICE AND CATERING:

PLEASE NOTE: Currently, there is no food service at West Campus. Therefore, any event requiring food and/or beverages needs the services of a caterer. Also, a pre-event site visit is required for any caterer who has not worked on West Campus. Call Sharon Finkenauer 393-1482 to set up an appointment.

Listed below are the Caterers who have worked on West Campus.

- **Chef a l'Orange** 203 799-9559
- **Chestnut Fine Foods** 203 782-6767
- **Corporate Caterers** 203 481-8696
- **Everyday Gourmet** 203 281-0510
- **Jordan Caterers** 203 272-8213
- **La Cuisine** 203 488-7100
- **Lynn's Caterer** 203 488-3232
- **Michaels Staffing Services** 203 269-0062
- **Marcia Selden** 203 353-8000
- **Panera Bread** 203 847-1712
- **Sweet Relief** 203 789-9800
- **Yale Dining Services** 203 436-2382

AUDIO/VIDEO

For A/V support, contact either ITS Media Services 432-5842 or the following Yale approved vendors:

Access Audio-Visual

420 Sackett Point Road
North Haven, Connecticut 06473
(800) 998-1907
<http://www.access-av.com/>

Guymark Studios Inc.

3019 Dixwell Ave
Hamden, CT 06518
(203) 248-9323
guymark.studios@snet.net

HB Group Inc.

60 Dodge Avenue
North Haven, CT 06473-0717
(203) 234-8107
<http://www.hbrentals.com/>