

**Building Use Guide for Yale University Classrooms
Administered by FAS Registrar's Office & Summer Conferences^{1[1]}**

ACCESS HOURS

Monday 7:00 a.m. through Friday 5:00 p.m.

7:00 a.m. – 5:00 p.m. Open Access

5:00 p.m. – Midnight Access with Yale I.D. Card Only & Access for Pre-scheduled Events

Midnight – 7:00 a.m. Closed (People will be asked to leave promptly at Midnight)

Friday 5:00 p.m. through Monday 7:00 a.m.

7:00 a.m. – Midnight Access with Yale I.D. Card Only & Access for Pre-scheduled Events

Midnight – 7:00 a.m. Closed (People will be asked to leave promptly at Midnight)

RULES FOR USE OF BUILDING

- Organizations with non-Yale participants who plan to use FAS controlled classrooms on weekends must sign a Use Agreement stating: (1) they will comply with this Building Use Guide and (2) they will pay the Use Fees described on the attached chart.
- Non-Yale organizations must present a Certificate of Insurance with Yale as “additional insured” to the Office of Risk Management^{2[2]}.
- Classroom users must respect others using a classroom building by limiting noise and not disturbing materials or food set up in the halls.
- Posters must be placed only on bulletin boards in designated locations.
- Bicycles are not permitted inside buildings; neither rollerblades nor skateboards may be used in buildings.
- **Doors to building must never be propped open**

RULES FOR USE OF CLASSROOMS

- Alcoholic beverages are not permitted in the classrooms.
- Reservations are required for the use of any classroom.
- No entrance doors to buildings may be propped open.
- Classrooms may be reserved for meetings only; they are not to be used for social functions.
- Neither food nor drink is permitted in classrooms without authorization.
- **Furniture must not be removed from any rooms and must be returned to the original configuration.**
- Neither colored chalk nor tape may be used on blackboards.
- Lights must be turned off and windows must be closed before leaving rooms.
- Water or any other cleaning solutions may not be used to clean blackboards.
- Wands/cords/chains should be used to open and close drapes and shades.

ADDITIONAL GUIDELINES & SERVICES

- An individual who reserves a classroom is responsible for its use and care. Rooms should be left in the same condition as found and cleared of any debris. Any charges that are assessed for damages or excessive cleaning may be passed on to the individual or the sponsoring organization.
- Audio Visual Services: Groups requiring AV services should contact Media Services^{3[3]} well in advance of any event. Please note that fees are assessed for the provision of audio visual services.
- Custodial and Security Services: Extra assistance may be required at the discretion of the FAS Registrar's Office or Conference Services. In these cases, a deposit check will be requested prior to the event.

^{1[1]} FAS Registrar's Office: 432-2335, classrooms@yale.edu, www.yale.edu/sfas/; Yale Conference Services: 432-0465, confserv@yale.edu, www.yale.edu/yaleconf/

^{2[2]} Office of Risk Management: 432-0140, www.yale.edu/finance/controller/riskman/

^{3[3]} Media Services: 432-2650, www.yale.edu/mediaservices/

- All undergraduate organizations must also comply with the *Undergraduate Regulations*^{4[4]}. Undergraduate Organizations planning conferences or large meetings and requesting multiple rooms must have clearance through the Yale College Dean's Office.

SCHEDULING & PAYMENTS

- Academic Year: The Faculty of Arts & Sciences Registrar's Office schedules rooms for affiliated Yale departments, registered student groups, and non-Yale organizations sponsored by Yale departments. Student groups planning conferences or large meetings must first meet with the Yale College Dean's Office. For more information on registered student groups, please refer to the section *Undergraduate Organizations* of the Student Affairs^{5[5]} homepage. Use fees must be paid in advance.
- Summer: Yale Summer Programs and Conference Services schedule all summer academic classes, programs, conferences, and other activities and will collect any required use fees.
- The individual who reserves a room must sign for the room in person and is responsible for its use and care.

FEES

- University departments and registered student organizations are allowed to use University classrooms for meetings of Yale affiliates free of charge; however, there may be charges for audio visual, custodial, or security services. Please refer to the section above, *Additional Guidelines & Services*, for information on procedures.
- A fee to cover cleaning and maintenance of classrooms will be charged for conferences and major events scheduled in these spaces between 12:00 noon on Friday and midnight on Sunday.
 - Fees will not be collected from
 - Yale departments when the meeting is limited to Yale students,
 - Yale student groups when the meeting is limited to Yale students,
 - summer academic programs,
 - term-time academic programs, and
 - multi-week summer programs with overall fees.
 - Fees will be collected from
 - Yale student groups hosting a conference where participants are from outside the Yale community, and
 - groups external to Yale who are sponsored by a Yale department.

CANCELLATION POLICY

- All cancellations will be liable for the administrative fee of \$75.
- Cancellations received within 7 days of the event will be liable for 50% of total fees owed.
- Cancellations received on or after the event start date will be liable for total fees owed.

FEE CHART

Classrooms	Daily rate
SSS 114 (Requires Yale security guards at all events)	\$70 + security
Davies Auditorium, Rosenfeld 111, WHC Auditorium	\$55
Other large/premium rooms (Sudler, LC 101, 102, 211, & 317)	\$45
Lecture rooms 80-100 seats	\$30
Lecture rooms (<80 seats) & seminar rooms	\$20

^{4[4]} *Undergraduate Regulations*: www.yale.edu/ycpo/undregs/

^{5[5]} Yale College Dean's Office: 432-2908, undergraduateaffairs@yale.edu, www.yale.edu/studentaffairs