

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, (3) an authorized signature from the sponsoring council or affiliate, and (4) the **ACKNOWLEDGEMENT OF THE SERVICE FEES, CANCELLATION, AND CLEANING REQUIREMENTS**. Email this form to mcmcroomreservations@yale.edu

Sponsor/Organizer _____ Phone _____
Contact Person _____

email _____

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

Speaker & _____
Affiliation _____

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

Event Date _____ (e.g. Wednesday, July 26, 2012)

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

Attendees# _____ (maximum number)

Room Requested _____ **1st choice**

Room Requested _____ **2nd choice**

AV Requests Please call Media Services @ 2-2650

Food and Beverages -Please indicate if you plan 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# _____

FEES

Event monitors are required for all events held outside business hours (M-F, 8:30am-5:00p.m. during the academic year). 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 may 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 provide this office with a copy of the work order requesting additional custodial services, where food is served. No reservation will be confirmed until the Custodial Work Order associated with the event is provided.**

Sign below indicating you have read the above policies.

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.

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
Rosenkranz 241	18-20
B-013 (video conf/basement)	18-20
Room 101 (230 Prospect)	18-20

Questions? Please call Gregg Lauer 432-9314