

REQUEST FOR USE OF THE ISM GREAT HALL

For a duplicate copy of this request, see <http://www.yale.edu/ism/academics/info.html>.

Individual/Organization Requesting Space:

Date(s):

Time(s):

Activity (Lecture, recital, etc.):

Person(s) Responsible & Phone and Fax Number(s):

If the activity is to be "staged," i.e. a recital or theatrical event, please give the name and telephone number of the stage manager. This person must be in contact with either the ISM business manager or ISM receptionist at least two full weeks before the event to go over details regarding equipment and use of the room.

Manager's Name

Manager's Phone Number

If you wish to have a reception as part of your activity, please complete the section on the following page.

APPROVAL FOR USE OF SPACE:

Administrator Signature

Date

Please submit this form to the ISM receptionist. If you require the use an ISM instrument(s), fill out the appropriate request form and submit to the ISM instrument coordinator.

Request to have Reception in the ISM Great Hall

Individual/Organization:

Type of reception to be held (extent of reception – please give details):

Date(s):

Time(s):

Will the reception be catered? _____ If so, by whom? _____

Who from the organization will be responsible for the reception (please provide name and phone number)?

Reception Attendant

Phone Number

Who will be responsible for cleaning the Hall after the event?

Reception Attendant

Phone Number

Please note that if you get permission to hold a reception, you may NOT give the guests refreshments in glass bottles. Please use cans, or pour from the glass bottles into plastic glasses.

Confirmation of Approval

Administrator Signature

Date