

THE WHITNEY AND BETTY
MACMILLAN CENTER
FOR INTERNATIONAL AND AREA STUDIES AT YALE

NON-MACMILLAN ROOM RESERVATION POLICY AND PROCEDURES

PRIORITIES

The priorities for reservations for the various rooms in Luce Hall remain as follows:

Auditorium – Registrar classes (M-Th, 9:00-3:45), MacMillan classes, MacMillan events, events sponsored by Yale, other.

Rm 102 – Registrar classes (M-F, 8:30-3:20), MacMillan classes, MacMillan events, events sponsored by Yale, other.

Rm 103 – MacMillan Director’s Meeting Room, Director’s classes, MacMillan events.

Rm 202 - Registrar classes (M-F, 9:00-3:20), MacMillan classes, MacMillan events, events sponsored by Yale, other.

Rm 203 – MacMillan classes, MacMillan events, events sponsored by Yale, other.

Rm 302 - Registrar classes (M-F, 9:00-4:20), MacMillan classes, meetings.

With respect to **all rooms, except the auditorium**, it is the goal of the Center and the Registrar to preserve the 11:45 – 12:45 time slot for non-class MacMillan-sponsored events since this is the most popular time slot for lunchtime lectures. If at all possible, you should schedule your lunchtime events for M-W-F since these are the days of the week that the rooms are least likely to be needed for classes.

POLICIES

- 1) All reservation requests will be date-stamped and held each term until after that term’s shopping period.
- 2) At the end of each term’s shopping period, Tangela Reid (MacMillan Center Building Coordinator) will then notify the requestor via e-mail that the reservation request is either “CONFIRMED” or has been “DENIED” due to a scheduling conflict.
- 3) ***POLICY EXCEPTION:*** Reservation requests for **weekends and evenings** during the months of **January** and **September** will be “CONFIRMED” or “DENIED” immediately depending on availability.
- 4) During the academic year, no single entity can book the entire second floor (classrooms and common room) and/or the auditorium for full days more than two weekends in any given month.

ROOM RESERVATION PROCEDURE

The procedure for reserving a room in Henry R. Luce Hall is as follows:

- 1) Complete a room reservation form (available at www.yale.edu/macmillan/reservations) and e-mail it to Tangela Reid at tangela.reid@yale.edu;
- 2) See Policies (1-4) for details regarding e-mail confirmation and usage; and
- 3) When there are changes in event times, usage, or event cancellations, administrators are responsible to send e-mail notification to Tangela Reid at tangela.reid@yale.edu or call 203-432-3410 as soon as possible, so that the reservation information can be changed accordingly.

Should you have any questions regarding these policies or procedures, please do not hesitate to contact Tangela Reid at 203-432-3410 or tangela.reid@yale.edu.

Thank you in advance for your cooperation.