Guidelines for Meetings in the Cushing Center Conference Room
Cushing Whitney Medical Library, Yale University

Meetings/Functions in the Cushing Center Conference Room:
No functions will be allowed that do not follow the guidelines for functions. While there is no charge for using the room, if the guidelines and procedures are not followed, the Medical Library reserves the right to charge your PTAEO for any costs the Medical Library incurs due to damages, cleanup costs, etc. from your function. The Medical Library has the right to deny any request for any reason, or to cancel a reservation at any time.

The Cushing Center Conference Room contains:
- 70” LCD display
- Table and seating for 20
- A Dell computer with high-speed internet access
- Connections for laptop computers
- A Sysco Tandberg videoconferencing system.
- White Board

General Use Guidelines:
- A request to reserve the Cushing Center Conference Room should be submitted at least two business days (Mon-Fri, 8:30am - 5:00pm) in advance by completing this form.
- If the request is for semester long use or any time period longer than 3 months, submit your request at least three weeks in advance.
- Your request is considered pending until you return this signed Guidelines form and receive written confirmation of your reservation. If you need to discuss your room reservation further or cancel your reservation, please contact Katie Hart (203-785-5352, katherine.hart@yale.edu)
- Include extra time needed for set-up and clean up when listing your meeting start and end times.
- Please stay within the time allotment for your event since others may have the room reserved before or after you.
- Medical Library personnel are not available to assist with functions. This includes IT and AV support.
- Beverages are permitted in covered containers (such as bottled water or coffee with lid).
- Food is allowed with approval from the Administration Office, but functions must be catered by one of the approved vendors.
- Food, serving utensils and waste must be removed immediately after a function. Food selections must be restricted to cold or room temperature. No Sterno cans, cooking or candles are permitted due to the sensitive sprinkler system which could damage the collections – especially the irreplaceable rare books.
- Please ask participants not to bring beverages into the Cushing Center Exhibit space.
- A responsible party for the function must be on hand to supervise everything from beginning setup to final cleanup and must stay on hand until everything is cleaned up.
- By making a room reservation, a department agrees to accept financial responsibility for damages resulting from use of the facility or equipment.
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The individual overseeing the function will be responsible for arranging and paying for any of the following services as needed:

- **IT Support** (203-737-3404) Classroom Technology Specialist
  
- **Custodial Services** (203-432-6888) – To set up, provide waste cans, clean up after the event, etc. Please note: food, serving utensils and waste must be removed immediately after a reception

- **Security** (203-785-5555) – to obtain access to building/room and to provide security if needed

- **Catering must be provided by one of these vendors:**
  o Marigolds Catering, 367 Cedar Street (203-785-4685)
  o Yale Catering, 168 Grove Street (203-436-2382)
  o Lynn’s Deli, Branford (203-488-3232)

- **Medical Library Administration** (203-785-5352) - Questions about the Cushing Center Conference room or your reservation

Please complete the form and submit to the Administration Office by e-mail (katherine.hart@yale.edu) or fax (203-785-5636). Your request must be approved before the room will be reserved. The Administration Office will contact you to confirm your registration.

PTAEO # ____________________________ Phone # ____________________________

Name of person responsible ______________________________________________________

Department _________________________________________________________________

Date of Event _______________________ Time of Event ____________________________

Type of Event _________________________________________________________________

I have read the Guidelines and Procedures for the use of the Cushing Center Conference Room and will adhere to them.

Signature ___________________________________________ Date _________________