

**GUIDELINES FOR RECEPTIONS/MEETINGS IN THE
CUSHING CENTER
Cushing Whitney Medical Library
Yale University**

Although receptions can be held in the Cushing Center it is not a function room that can be “booked” in the manner of the Beaumont Room or the Boyer Center. It can be used for small receptions/meetings which are set-up in the conference room.

Receptions in the Cushing Center are restricted to certain categories to avoid frequent use of the room and damage to the artifacts and rare books in the center.

Types of uses that may be considered.

- Small receptions in the Cushing Center conference room related to the center.

Functions inappropriate for the Cushing Center.

- Departmental level receptions
- Large conference receptions
- Retirement parties
- Functions involving sit-down meals
- Private functions

PROCEDURES FOR CUSHING CENTER USE

No receptions/meetings will be allowed that do not follow the preceding Guidelines for such receptions/meetings.

Receptions

- Food, serving utensils and waste must be removed immediately after a reception. Food selections must be restricted to cold or room temperature. No Sterno cans, cooking or candles are permitted due to the sprinkler system which could damage the collections – especially the rare books.
- Please ask participants not to bring beverages into the Cushing Center.
- Medical Library personnel are not available to assist with functions.
- Reception size is limited to 50 people.

Meetings

- Food is allowed (see above) and beverages are permitted in covered containers (such as bottled water or coffee with lid). No containers are to be left on countertops.

Guidelines for the Scheduler

A representative from the department responsible for the event must be on hand to supervise everything.

The individual overseeing the reception will be responsible for arranging and paying for any of the following services as needed.

Custodial Services – To set up, provide waste cans; clean up after the event, etc. 785-4620

Food, serving utensils and waste must be removed immediately after a reception

Security – to obtain access to building/room and to provide security when needed 785-5555.

Library Administration – Notify the office when the event begins and ends to arrange for the inspection of the space.

Receptions must be catered by:

Marigolds Catering, 367 Cedar Street – BettyeJo Mackiewicz, 5-5875 or Ann Taylor, 5-4685,
Lynn's Deli – Branford – Helen, Joanna or Lynn – 203-488-3232 or fax 203-488-0684

Please complete the form and submit to the Administrative Office (fax # 203-785-5636). Your request must be approved before the room will be reserved. The Administrative Office will contact you to confirm your registration.

I have read the Guidelines and Procedures for Receptions and Meetings in the Cushing Center and I agree to adhere to these Guidelines and Procedures.

PATEO # _____ Phone # _____

Name of person responsible _____

Department _____

Date of Event _____ Time of Event _____

Type of Event _____ for _____

Reception/lecture Honoree: _____

I have read the Guidelines and Procedures for the use of the Historical Library and will adhere to them.

Signature _____