

Guidelines for Receptions in the Historical Library
Cushing/Whitney Medical Library
Yale University

As an integral part of the Medical Library, the Historical Library reading room serves multiple purposes. It is an attractive reading and study room with comfortable seating and tables large enough to accommodate research materials and computers. The circulating book collection, spanning the shelves both on the main floor and the mezzanine, are available for patron use whenever the Library is open. Additionally, the section of the History of Medicine and the Historical Library offices, located within the reading room, provide extensive services to history of medicine scholars, faculty, students, friends and all others. In short, it is a “working” reading room and is critical to many day-to-day activities.

Although receptions have been held in the Historical Library since it was built, the Historical Library is not a function room that can be “booked” in the manner of the Beaumont Room or the Boyer Center. For each reception, the tables and small bookcases have to be moved, usually against the book stacks so that access to the books is limited. The lamps have to be removed from the room. In the past the floors have shown marks from tape placed over electrical cords, and the desks show damage from wet glasses. The floors have been redone and we ask that any tape placed over wires be blue painter’s tape. Security is a constant problem for receptions. Usually the set-up occurs hours before the function and often the room is not restored to its original appearance until the next day. These disruptions are extremely unpopular with faculty and students.

Receptions in the Historical Library are restricted to certain categories to avoid frequent disruption to Medical Library patrons and staff, and damage to the Reading Room and the collections.

Types of receptions that may be considered

- ◆ History of Medicine and Beaumont Club lecture series
- ◆ Annual Library Associates Lectures or other major Library-sponsored lectures
- ◆ Memorial Services for long time faculty
- ◆ Student services for the cadavers
- ◆ Annual Reunion receptions
- ◆ Functions of the Dean of the Medical School, organized by the Dean’s Office or the Office of Development
- ◆ Department level receptions honoring special achievement
- ◆ Conference receptions organized by Medical Center faculty

Functions that are inappropriate for the Historical Library

- ◆ General departmental level receptions
- ◆ Retirement parties
- ◆ Functions involving sit-down meals
- ◆ Private functions
- ◆ Meetings of any kind

Procedures for Historical Library Use

All requests for use of the Historical Library must be emailed (katherine.hart@yale.edu) or faxed (along with this form) to Katie Hart (5-5636). You will receive confirmation/denial within 2-3 business days.

Because we are granting the privilege of using the Historical Library for an event, we ask that the following General Procedures be followed: (Very Important)

1. Reception size is limited to **130 people** (per Fire Marshall's Office).
2. With the exception of special announcements by the Dean, setting up for receptions must not begin before 4:00pm.
3. It is **mandatory** that a representative from your department plan on supervising this event from beginning to end.
4. The individual overseeing the reception will be responsible for arranging and paying for services as needed, eg. custodial services, rental services, security, catering, etc
5. Administrative staff from History of Medicine or the Administrative offices of the Medical Library should not be asked to meet, clean up, or run interference in any way. Medical Library personnel are not available to assist with functions unless cleared with the Director and/or Business Manager of the Medical Library.
6. Caterers will not be allowed to start setting up before your specified start time.
7. **No fires** are allowed except for Sterno cans. Cooking or candles are not allowed.
8. If you are planning on serving any alcoholic beverage(s) you must use a **licensed bartender**. This is a University Policy. You can hire one from Marigolds if they are given enough time.
9. All tables used for serving hot food must be covered with heavy gauge plastic and a top cloth. This procedure reflects the heat upward and helps to save the tables from cracking. All tables not being used for food service must also be covered with cloths to protect them.
10. If a staging area for catering is needed, please also book the Large Conference Room (room 101A) for this purpose. No staging may take place in the hallway or in the rotunda.
11. Removal of tables from the Reading Room is not allowed.
12. Food, serving utensils and waste must be removed immediately after a reception. No food or dirty dishes are to be left overnight.
13. Only blue painter's tape may be used to secure electrical equipment.
14. Any damage done to the room, furniture, etc., will be charged the going rate for repair to your department and your department will not be considered for future reservations of this room.
15. Custodial Services must be contacted to move tables with a two-man team, supply waste cans, clean up after the event etc. as needed. **Under no circumstances should the caterer or department personnel attempt moving any of the furniture. Under no circumstances are tables to be "dragged" from one place to another.** Alarmed display cases are not to be moved.
16. Room must be cleaned and returned to normal by 8:30am next morning.

For these reasons we have to ask for a PATEO number before the event is booked.

Receptions must be catered by:

Marigolds (or Yale Catering) – Contacts are Ann Taylor 203-785-4685, Bettyejo Mackiewicz 203-785-5875 or Darrell Janis, Manager (203-785-4684)

OR

Lynn's Deli – Branford, Ct. – Contacts are Helen, Joanna or Lynn, Telephone 203-488-3232, Fax 203-488-0684

Services must be provided by:

Security to obtain access to building/room and to provide security when needed. 203-785-5555

Custodial Services to move tables with a two-man team, supply waste cans, clean up after the event etc. as needed. 203-785-4620

Considerations for the History of Medicine staff

Be considerate of History of Medicine faculty and staff. Direct any questions to either Katie Hart or Robert Hughes in the Library Administration Office. 203-785-5352

This form must be filled out in its entirety, submitted to the Administrative Office (fax # 203-786-5636) and 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 in the Historical Library and 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 _____