Application for Use of University Spaces

Organization sponsoring the event: ____________________________________________________

Officer of sponsoring organization or contact person: ________________________________

Space requested:
  ○ Walkway between JE and BR
  ○ The crescent between MC and ES facing Payne Whitney Gymnasium
  ○ Swing Space courtyard
  ○ Grassy area on Tower Parkway outside of the Swing Space
  ○ SSS courtyard
  ○ Becton courtyard

Date of the event: ________________________________________________________________

Time begins: ___________________________ Time ends: ________________________________

Describe the event (include speaker, performer, or other activity): __________________________

________________________________________________________________________________

Number of people expected: __________________________ Are you going to use a grill? __________

Amplification? Yes ( ) No ( ) If yes, exact hour: ________________________________

I agree to be responsible for the orderly use of the space and agree to the terms in the document entitled Policies on the Use of University Spaces on the back of this form.

Name (please print): ___________________________ Signature: ___________________________

Telephone: __________________________ Email: ___________________________ Today’s date __________

Email this completed form to silvia.decastro@yale.edu or hand deliver to Yale College Dean’s Office, SSS 102, at least 48-hours in advance of your event.
Policies on the Use of University Spaces

Any registered undergraduate organization that wishes to sponsor an activity in a University space must complete the Application for Use of University Spaces and submit it to Dean John Meeske in the Yale College Dean’s Office, 105 SSS. The form for registration requires a description of the purposes of the organization and the identification of officers or other leaders. Non-Yale organizations are not permitted to use outdoor spaces at Yale.

The granting of permission to use the University space is based on the following conditions:

1. Users will remove ALL trash at the conclusion of their event.
2. The activity must not promote an outside commercial interest.
3. The activity must not involve the collection or solicitation of money.
4. If sponsored by a registered undergraduate organization, the activity must comply with the Undergraduate Regulations of Yale College.
5. The activity must not disrupt regular or essential operations of the University.
6. The activity must not significantly infringe on the rights of others. Since the University space is near workplaces, residences and study facilities of students, faculty and staff, there is a particular concern about noise. In most instances, amplification will be allowed only during the noon hour or between 5pm and 6:30 p.m.
7. Users shall be responsible for reimbursement to the University for any damages to University property and for trash removal.
8. Grills will be allowed only after approval of Fire Code Compliance 203.432.9923.

- Tent structures will be permitted subject to the following criteria:
  1. Stakes driven into the ground will be permitted only with the prior approval of the placement by a Yale University Grounds Maintenance supervisor (203.764.9661).
  2. Tent structures and solid flooring installations will be permitted to remain in place for no more than two days.

- Vehicular activity:
  1. Vehicular activity is not allowed on grassy areas. The only exception is for the golf sized carts that are used by Yale’s custodial staff. These carts are limited to paved areas only.