

Yale University School of Medicine
Boyer Center for Molecular Medicine
295 Congress Ave. (Campus Mail: BCMM 109)
Phone 737-2266- Fax 737-2267

Conference Room Reservation Request Form

1. Please Mark Box for Room Requested: BCMM 101
BCMM 201
BCMM 206/208
2. Today's Date:
3. Date(s) of Meeting:
4. Time of Meeting: From _____ To: _____
*If ongoing, indicate frequency: Weekly Every other week Monthly
Ending Date:
5. Number of People Attending:
6. Purpose of Meeting:
- Contact Person Name:
Department:
Campus Address:
Phone:
Fax:

Note to vendors: there is a \$100.00 fee for conference room usage payable on day of event.

Note to all users: conference rooms are booked backed to back. When reserving a room, please be sure to include sufficient time for set-up and clean up of all food and equipment. The room must be left ready for the next user. This includes returning chairs and furniture to their standard places, removal of refreshments and refuse, erasing blackboards and whiteboards, and wiping off tables and credenzas if necessary.

For events including large groups at which food is served, please make arrangements in advance to have rooms cleaned by Custodial Services (Usha Carr 785-4757) after the event, and within your reserved time. Cleaning must include vacuuming, trash removal, and surface cleaning. If the room is not adequately cleaned, the department responsible for the reservation will be charged, and reservation privileges may be cancelled.

Entrance and Security: Entrance to BCMM, for other than Yale employees, is by intercom access. The event coordinator should contact the SHM Security Desk at 785-5555, whenever a large number of people will be using the intercom for access. Inform Security of the time of the event, room number, name of event, and the approximate number of people attending. Individuals requesting access by intercom will be required to give the name of the event before being allowed entry.

***Note to 206/208 Users:** there is a computer projection system mounted in 206 for your use. Additionally, there is a MAC laptop available for use with your presentation. The laptop can be signed out from the BCMM Business Office, BCMM 109. However, we are not responsible for the set-up or completion of your presentation. We will not be able to assist you with AV problems with the projector. This can be coordinated with AV Services at 737-5283.*

If you have any questions, please call the BCMM Business Office at 737-226.

Thanks you.

Printed Name of Requestor

Signature of Requestor