

2025 Yale Conferences & Events Classroom Policies

To ensure that classrooms remain functional, clean, and accessible for all users, please adhere to the following policies.

Reservations and Scheduling

- **Classroom Reservations:** All classroom use requires a reservation. Ensure you have confirmation before using any space.
- **Time Management:** Use classrooms only during your reserved time slots. Vacate promptly at the end of your reservation, removing personal items and disposing of trash properly.

Care and Maintenance

- **Leave Classrooms as Found:** Clients are responsible for maintaining the condition of the classroom. All spaces must be left clean, free of debris, and in the same condition as when you arrived.
- **Furniture Placement:** Do not remove furniture from classrooms. Return furniture to its original configuration at the end of your session.
- **Chalkboard and Blackboard Use:** Only use standard chalk; colored chalk and tape are prohibited. Do not use liquids (including water) to clean blackboards.
- **Lights and Windows:** Turn off lights and close windows before leaving. Use wands, cords, or chains to open and close drapes and shades carefully.

Building Access and Conduct

- **No Propped Doors:** Entrance doors to classroom buildings may not be propped open.
- **Respect for Others:** Be mindful of noise levels and avoid disruptive activities in hallways, including food setup or material storage. Professional and respectful behavior is required at all times.
- **Food and Drink:** Food and drink are not allowed in classrooms unless approved by the YC&E Point of Contact. Alcoholic beverages are strictly prohibited.

Permitted and Prohibited Uses

- **Approved Uses:** Classrooms may only be reserved for classes and meetings. Social functions are not permitted in classrooms.
- **Restricted Activities:** Classrooms may not be used as scientific laboratories. Dissection, hazardous materials, and similar activities are prohibited.
- **Residential College Use:** Residential college spaces may not be used as classrooms unless specifically assigned as such.

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Mobility Devices and Safety

- **Prohibited Devices:** Bicycles, battery-powered micro-mobility devices (MMDs), rollerblades, and skateboards are not permitted inside buildings. These devices must be stored or used outside.

Additional Information

- **Fees for Non-Compliance:** Clients may incur additional fees if classrooms are not left in their original condition, including charges for cleaning or rearranging furniture.
- **Hazardous Materials:** To maintain safety, classrooms may not house or use hazardous materials under any circumstances.

By following these policies, we can collectively ensure classrooms remain safe, clean, and welcoming spaces for everyone. Thank you for your cooperation!

Yale Conferences & Events

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