

Yale SCHWARZMAN CENTER

Requesting a Space at YSC

Bookings for YSC spaces are managed by **Carlyne Robinson, Exhibitions & Bookings Manager**.

- To request a space, please visit our [YSC Request a Space](https://schwarzman.yale.edu/request-space) page (<https://schwarzman.yale.edu/request-space>). There you will find information about the spaces that are available for booking right now and what will become available in the coming months.
- We are currently accepting requests for the **Presidents' Room** and **Commons** (pending approval from the client's Health & Safety Leader for events that do not meet the COVID gathering guidelines).
- Due to the volume of inquiries, we ask that your request is submitted at least six weeks in advance of the proposed event.
- All requests must be made via the YSC Space Request Form that is linked on the Request a Space page. *Please note that the form is not considered a reservation for the space.*
- Requests submitted before 4pm on Mondays will be reviewed by the Space Request team (comprised of YSC, YSC Hospitality, and Yale Catering staff) within the same week. Requests submitted after that time frame will be reviewed the following week.
- All requests will receive a response, whether they can be accommodated or not, with an email from ysc.requests@yale.edu.
- Please direct all questions about the YSC spaces or the space request form to ysc.requests@yale.edu.