

## DYCLC Room Reservation Policy

The Dixwell Yale Community Learning Center (DYCLC) can provide space to organizations of its meeting room, hallway and computer lab during the center's open hours and after hours by reservation and application only. Community organizations may use the meeting room, computer lab and the adjacent warming kitchen on a first come, first sign-up basis with the priority given to Dixwell residential groups and organizations that benefit the Dixwell community. The meeting room is only available to nonprofit Greater New Haven organizations. You may apply through our online booking process by visiting <https://onha.yale.edu/initiatives/community-partnerships/dixwell-yale-community-learning-center/space-availability-request> and filling out the Space Availability Request Form.

Organizations may not conduct public or private fundraising activities; nor can they hold meetings for purely social reasons or commercial use. Meetings must be of a non-partisan and non-sectarian nature. In all meetings which are issue-oriented, provision must be for presentations of diverse points of view. Granting use of the meeting room does not imply endorsement by the DYCLC of the group, the meeting, or the ideas presented at the meeting. Organizations shall charge no admission fees, voluntary offerings, or fees for materials. Exceptions are subject to approval. Groups and organizations will be charged \$112.52/hour for use of the space if available. Please make check payable to "Yale University." Checks should also be received at least a week (7 days) in advance of the reservation date.

If you would like to rent the space, you must sign a use agreement and you must have liability insurance with limits of \$2M per occurrence. If you do not carry liability insurance, you can purchase insurance through the Yale TULIP program. To purchase personal liability insurance please visit, [ogc.yale.edu/erm/nonyale/external-users-yale-facilities](http://ogc.yale.edu/erm/nonyale/external-users-yale-facilities).

The DYCLC has the right to allocate use of the meeting room on an equitable basis. Those to whom permission is granted to use the room shall be held responsible for proper supervision and for payment of costs arising from the damage or loss incurred during such use, as well as any custodial services necessitated by such use.

The Dixwell Yale University Community Learning Center is not responsible for equipment, supplies, materials or other items owned and/or used by a group or individuals within the DYCLC. The permission of the DYCLC must be obtained to bring in any furniture, equipment, or other materials. Refreshments may be served in the hallway and meeting room ONLY. The groups responsible for holding the meeting are responsible for complete cleanup afterward. No groups larger than the approved occupancy of (50 people) will be permitted to use the meeting room. It is understood that when rooms are in use, such use will not disturb the operations of the Dixwell Yale University Community Learning Center and its facility.

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