

## **DYCLC Room Reservation Policy**

The Dixwell Yale-University Community Learning Center (DYCLC) can provide space for organizations of its meeting room and computer room during the center's open hours and after hours by reservation and application only. Community organizations may use the meeting room or computer room and the adjacent warming kitchen on a first come, first sign-up basis with priority given to Dixwell residential groups and organizations that benefit the Dixwell community. The meeting room is only available to non-profit Greater New Haven organizations. Applications are available for requests. Requests must be made at least three weeks in advance.

Organizations may not conduct public or private fundraising activities, neither can they hold meetings for purely social reasons, and commercial use. Meetings must be of a non-partisan and non-sectarian nature. In all meetings which are issue oriented, provision must be made 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 whose members do not all reside in Dixwell or are Dixwell based are subject to a fee of \$75.00/hour. Please make checks payable to "Yale University." Checks should also be received at least a week (7 days) in advance from the reservation date.

Dixwell-Yale University Community Learning Center's staff and interns must be on the premises while any rooms are in use. 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 extra 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 meeting room. The group responsible for holding the meeting is responsible for complete cleanup afterward. No groups larger than the approved occupancy 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.

Effective January 1, 2015