

## Hollander Auditorium Reservation and Use Policy

General Use: The Hollander Auditorium may be reserved by members of the Yale New Haven Health System Community for educational and informational events. Organizers may preview the Hollander Auditorium Calendar (CR\_BH\_Hollander) in Outlook. Regular users should add the Auditorium Calendar to My Calendars in Outlook to facilitate the scheduling process.

### Scheduling:

1. The Multimedia Specialist is responsible for scheduling the Hollander Auditorium. The schedule will be updated daily.
2. Scheduling requests are submitted by the organizer through Outlook (CR\_BH\_Hollander) and will be accepted or declined by the Multimedia Specialist on the day of the initial request. Please include the following in your request:
  - a. Title of the event
  - b. Organizers name and phone number
3. The organizer will receive an email from CR\_BH\_Hollander confirming reservation approval on the day of the initial request.
4. The Multimedia Specialist will contact the organizer to confirm receipt of the acceptance email and review audiovisual needs.
5. Confirmed reservations should not be assumed without email notification and follow-up phone call from the Multimedia Specialist.
6. Organizers canceling an event must provide the Multimedia Specialist with at least 24 hours' notice and cancel the request in Outlook.

Food and Beverage: Organizers may serve light refreshments in the Hollander Vestibule. It is the responsibility of the organizers to organize catering and observe all health codes.

Clean Up: It is the organizers responsibility to leave the room in the condition in which it was found. The organizer is responsible for arranging removal of food, food containers, beverages and all personal or group-owned items.