

September 2024

## YLS EVENT POLICIES

It is important that all members of the YLS community read the events policies before planning an event and requesting space. Student event planners must also read the student handbook for complete details on event policies in place for student organizations. Due to limitations on space, staffing, and building resources, it is strongly recommended that organizers plan ahead and submit their events as early in the semester as possible. Please note that space is not guaranteed and rooms are not assigned until you receive written confirmation.

Questions about room reservations should be directed to [YLSevents@yale.edu](mailto:YLSevents@yale.edu). Questions about events from student organizations can go to [osa@yale.edu](mailto:osa@yale.edu). Thank you for your cooperation.

## RESERVATIONS AND GENERAL POLICIES

- Please use [EMS for room reservations](#). For speaker events, you must select “event” and fill out the entire form in order for your request to be considered. Your reservation will not be confirmed without this information.
- Events must be entered individually.
- Events are, by default, open to the Yale Law School community only unless otherwise approved.
  - o Speaker events open to the YLS community should be submitted at least two weeks in advance.
  - o Speaker events open to the public or broader Yale community should be submitted at least three weeks in advance. In these cases, an RSVP tool must be used to have a list of attendees in advance. See below for further details.
  - o Events in Baker Hall are open only to the YLS community due to swipe access, staffing availability, and the consideration of those who reside in the building.
- Mondays at the Law School are reserved for classes, the faculty workshop, law school lectures, and limited programming led by OSA and other student-facing departments. Student organizations and centers and programs cannot hold speaker events on Mondays. Faculty-led events on Mondays require approval from the Dean.
- Events that run past 5 p.m. or are proposed for weekends require approval to ensure the Law School has adequate staffing and resources to facilitate the event.
- The Law School is unable to facilitate events on Monday through Thursday during the semester that last more than two hours without special approval.
- At least one representative from all sponsoring groups must be present at their events, including a staff member from any centers or programs involved.
- Space for teaching is our first priority. Room reservations are subject to change based on the needs of the School. The Law School reserves the right to cap the number of events taking place each day to ensure there is adequate staffing and resources to support the functions of the School.
- All members of the community must have a current YLS sticker on their IDs (which are updated every fall semester with a new color) as they are required for entry to YLS community events.
- Violations of Yale Law School event policies may lead to the loss of room reservations/event privileges at the School by the sponsoring group. Student organizations are subject to all policies outlined in the student handbook.

**RESTRICTED DATES:** Law School space is not available for event reservations during the following times.

- Add/Drop period
- YLS Orientation
- [Official Yale Holidays](#)
- Admitted Students Program
- Reading and Exam periods
- Spring break
- Summer and winter breaks except in rare instances approved by the administration
- Alumni Weekend

September 2024

## RESERVATION CATEGORIES

The Law School can only approve speaker events when we have the appropriate space to accommodate each event and can ensure the audience does not exceed room capacity. Maximum room capacity will be strictly enforced to adhere to fire and safety regulations. Requests for an overflow room should be submitted in advance to [YLSevents@yale.edu](mailto:YLSevents@yale.edu) and [av.law@yale.edu](mailto:av.law@yale.edu) and can only be accommodated when space and staffing is available.

Seminar rooms and small meeting rooms are reserved for meetings, classes, and reading groups. If you enter a reservation as a “meeting” and not an “event” in EMS incorrectly, your reservation may not be approved and can be withdrawn. If your speaker(s) change, you must update your reservation. Please note, classes and reading groups are scheduled through the Registrar and Building Services outside of the EMS system.

## PUBLIC AFFAIRS AND AV

- Events open to the public or press require special approval from Building Services and the Office of Public Affairs. Please email [publicaffairs.law@yale.edu](mailto:publicaffairs.law@yale.edu) and [YLSevents@yale.edu](mailto:YLSevents@yale.edu) before you submit your reservation in these cases.
  - o Members of the media cannot be invited without prior permission from OPA.
  - o If the event is open to the public or press, organizers must set up a registration and check-in process and provide a student or staff organizer to help with the process.
  - o A list of speakers and attendees from outside the Yale community, alphabetized by last name, must be provided to [YLSevents@yale.edu](mailto:YLSevents@yale.edu) a minimum of 24 hours prior to the event.
- An event cannot be publicized in any manner until the event organizer receives written confirmation that a room reservation is confirmed. In any publicity for an event (including, but not limited to: emails, newsletters, posters, and calendar listings), you are required to list the audience: YLS community only, Yale community, or public. You are required to secure proper approvals for those open to a broader audience. For events open to the broader Yale community and the public, include your RSVP link. [See poster policy for more information.](#)
- Requests to livestream or record an event go through the [AV department](#). Livestream requests must also be approved by Public Affairs in advance. Speakers must sign a release form before a livestream can be set up or a recording can be made. Release forms should be sent to [publicaffairs.law@yale.edu](mailto:publicaffairs.law@yale.edu).

## OUTSIDE RESERVATIONS AND COMMUNAL SPACE

- YLS space is prioritized for our community. However, those in the broader Yale community and non-Yale affiliates can request space for an event. The decision on space allocation rests with the Law School administration and is based on the availability on rooms, staffing, and other resources needed to host events. Reservation and room use fees will be incurred. Non-Yale groups will have additional insurance requirements to meet and provide prior to the event being confirmed.
- Members of the community cannot reserve YLS space for those outside the community. Requests must come directly from the event organizer.
- Designated communal spaces at the Law School can only be reserved when available and if the event adheres to all University and Law School policies. To inquire about reserving limited non-classroom spaces or outside reservations, contact [YLSevents@yale.edu](mailto:YLSevents@yale.edu).

September 2024

## **FOOD AND BEVERAGE**

- For events with food, please coordinate directly with onsite YLS event staff prior to the event start time for setup and clearance requirements. Food and beverage staging shall only be as designated by event staff.
- No food or beverages, including water, are permitted in the Morris L. Levinson Auditorium or the Lillian Goldman Law Library.
- Alcoholic beverages are not permitted in SLB or non-residential spaces of Baker Hall without authorization. Authorization to serve alcohol at YLS is at the sole discretion of the School and will only be granted if the organizers have read and agreed to abide by the Yale University alcohol policy and the Law School rules governing the use of and serving of alcohol. Students should refer to the student handbook for regulations around alcohol at events.
- All events on campus serving alcohol must hire a licensed caterer that has a TIPS-certified bartender. This bartender cannot be a current YLS student.
- All alcoholic beverages must be consumed in the event location. Alcohol cannot be taken out of the room where an event is held. Any event serving alcohol must also serve food and non-alcoholic beverages.