

Yale School of the Environment Building Use Policy

Updated 9-1-2023


Contents:

- [General Guidelines and Policies](#)
- [Safety and Security](#)
- [Room and Space Use](#)
 - [Kroon Hall Use](#)
 - [Indoor Plants in Kroon Hall](#)
- [Special Dates](#)
- [Amenities](#)
- [Loading Dock and Storage](#)
- [Communal Kitchens](#)
- [Catering and Alcohol](#)
 - [Disposable Serve ware](#)
- [Signage](#)
- [Media Services](#)
- [Lost and Found](#)
- [Parking, Vehicles, and Bikes](#)
- [Glossary of Terms](#)
- [Useful Documents](#)

General Guidelines and Policies

The policies in this section pertain to spaces at the Yale School of the Environment. These policies pertain to all spaces in our buildings unless otherwise specified. Buildings on YSE's campus include Kroon Hall (195 Prospect St.), Sage Hall (205 Prospect St.), 300 Prospect St., 301 Prospect St., 380 Edwards St., Marsh Hall (360 Prospect St.), Greeley Memorial Laboratory (370 Prospect St.). Other spaces on campus will be subject to different policies.

The use of our forests is managed by Joe Orefice. Please contact him for policies at joseph.orefice@yale.edu.

1. Any use of Yale School of the Environment (YSE) operated or managed facilities for the purpose of an event, program, meeting, or similar activity requires that the host using the space go through the established reservation and event approval process as outlined on this webpage "[Event Approval Process & Resources](#)".
2. Classes take precedent over events and meetings therefore events during the academic year will not be fully approved until the end of add/drop period each semester to account for shifting class schedules.
3. Events and meetings may be moved subject to space availability changes including strategic priorities, in rare cases.
4. Hosts must follow all policies and procedures listed in this document, which is available on the YSE Resources page <https://resources.environment.yale.edu/resources>. The document can also be requested by emailing events.yse@yale.edu. 

5. YSE faculty, students, and staff receive first priority for space scheduling. At this time, non-YSE and external use of YSE spaces is not allowed unless granted by the Office of the Dean.
6. The department, student group, center, etc. listed as the “host” must be the actual department hosting and managing the event. The host must have a YSE COA to which any event-related expenses may be charged.
7. The individual listed as the “primary contact” will be the person submitting YSE event paperwork and must be present and available during the event. This person will serve as the contact for the YSE Office of the Dean during the event.
8. Any event or meeting that will serve food and/or includes more than 25 attendees held after hours (before 8:30 a.m. and after 7:00 p.m.) will require custodial assistance and will be responsible for associated fees. This includes garbage removal, restroom cleaning, etc.
9. No smoking or vaping is allowed in or outside any YSE building.
10. Animals, other than registered service animals, are not allowed in any YSE building.
11. Temporary displays, such as boxes for donation drives, regalia return, art installations and others, must be approved by the Office of the Dean and the Office of Facilities before they are placed in any YSE building.
12. To find space in other Yale buildings, please contact the school or administrative unit managing the space for their procedures.

Safety and Security

It is important to realize that the School is in an urban environment. We at YSE are dedicated to your safety at the School.

1. General Considerations:

- a. Community members should familiarize themselves with Yale’s Community Public Safety website here: <https://your.yale.edu/community/public-safety>.
- b. Please observe some basic security considerations: Never leave your personal property—and especially a laptop computer—unattended, and always check to see that doors are locked when you leave a building after hours. Also, please check that windows, especially at ground level, are locked. No exterior doors can be propped open.
- c. No illegal weapons, toxic substances, or illegal substances are allowed on YSE property or at school events.
- d. If you would like to request additional security at your meeting or event (ex. elected official on campus, events with large attendance), please [complete this form](#) and contact security at 203-785-5555.
- e. For advice on free expression and peaceable assembly on campus, please visit <https://secretary.yale.edu/student-life/guidance-regarding-free-expression-and-peaceable-assembly-students-yale>

2. Building Access + Hours:

- a. Under no circumstances should any exterior doors be propped open.
- b. **YSE ID Holders:** YSE buildings are open 24 hours a day, 7 days a week with a YSE ID. You must carry your Yale ID with you and present it to security if requested. Please contact facilities at facilities.yse@yale.edu or 203-432-2099 if your ID does not work on any of the doors.
- c. **Non-YSE Yale ID Holders:** All non-YSE ID holders can access YSE's buildings from 7:30AM-8:00PM, Monday through Friday. Building access outside of these hours can be requested by non-YSE ID holders via facilities: facilities.yse@yale.edu.

- d. **Non-Yale/Members of the Public:** Those without a YSE or Yale ID are unable to access YSE buildings. It is the responsibility of their host to allow them into our spaces. For large events or conferences open to the public, please contact facilities to “greenlight” the building and security to inquire about additional support. External doors may not be propped open under any circumstance.

Room and Space Use

1. Rooms and spaces must be left the way you found them. Any furniture that is moved must be replaced in its original configuration. Failure to do so will result in additional custodial fees.
2. Event organizers are responsible for the clean-up and disposal of all food and leftover catering accessories immediately after the event. Failure to do so may result in fees for custodial services. No excessive noise (electronic or live music, singing, etc.) especially during, but not limited to, normal business hours (8:30 AM until 5:00 PM).
3. Lights must be turned off and windows must be closed before leaving any of the YSE buildings. If you open a window, please make sure it is closed when your event is over.
4. If you are hosting an event in the Kroon courtyard, Marsh Lawn, the 300 Prospect Street Patio, or any other outdoor YSE space, we cannot guarantee exclusive use of that space and you are required to have an adequate rain plan and held space, if applicable.
5. Tents cannot be placed in any outdoor YSE space without written permission from the Office of the Dean.
6. Event hosts should thoroughly review the YSE Event Guidelines and familiarize themselves with all events related policies and procedures for room use.

Kroon Hall Use Guidelines

1. Furniture on the third floor cannot be moved under any circumstances without the express permission of the Office of the Dean.
2. Events held on the third floor will not have exclusive use of the space. For special requests, please email events.yse@yale.edu for advice.
3. The Ordway Learning Center on the ground level is a quiet study space and cannot be used for events.
4. The three meeting rooms in the Ordway (Kroon Hall Rooms G15, G17, G19) must be reserved by using the [YSE Room Grid](#). This is the only way to reserve space. These rooms are open to use by current YSE students only.
5. Please keep windows closed when indicator lights are red. Open windows when lights are green.

Indoor Plants in Kroon Hall

1. Plants shall not be placed in shared or common spaces without the permission of the Office of the Dean.
2. The plants on the third floor of Kroon, in the Knobloch, are not to be disturbed. No person can take cuttings or move the plants from their current location without permission from the Office of the Dean. Those interested in learning more about them or assisting with their care should contact lori.lombardo@yale.edu.

Special Dates

On certain dates throughout the year there are restrictions on certain types of events, described below:

1. **University holidays and recess days:** Only events and meetings that require no services (no food is served and under 25 people attend) can be booked by YSE departments, students, and student groups. No Yale or external reservations are permitted without permission from the Office of the Dean.
2. **Exam days:** No medium or high-impact events are permitted during exam days. Standard events and meetings hosted by YSE departments that do not pose any potential interference with exams may be permitted. Exam periods are outlined on the [Academic Calendar](#).
3. **Reunion, Commencement, Orientation, and Admitted Student events:** These events require all of the resources available at YSE and additional requests for spaces and services cannot be accepted.

Please review the [academic calendar](#) to avoid conflicts.

Amenities

1. **Kroon Hall Shower:** Located on the ground level of Kroon Hall (ROOM G09). The use of the shower is open to all YSE community members (faculty, staff, and students). Users are responsible for bringing their own towels, soap, etc. Shower shoes are recommended, and users are responsible for wiping up any water that gets out of the shower when they are finished using the space. The shower cannot be reserved.
2. **Kroon Mail Room:** Located on the ground level of Kroon Hall, room G11 and is open 8:30 a.m.-5:00 p.m., Monday–Friday. Packages received in the mailroom should only pertain to business-related functions. Personal items should be received at home. Mail is delivered to YSE buildings and mailboxes daily. Allowable items can be mailed to:

Recipient Name
School of the Environment
Yale University
P.O. Box 208354
New Haven, CT, 06520-8354

3. **Copy machines** are located on the first and second floor of Kroon Hall, one on each floor of Sage Hall (including computer lab), as well as many other locations throughout the university. Instructions for setting up accounts are at each location and available in the Computing/IT section of MyYSE, as well as on the bulletin board outside Sage 38. Malfunctions should be reported to helpdesk.yse@yale.edu or 203-436-4444.
4. **Sage Hall Lockers:** See “Loading Dock and Storage” section below for details.
5. **Bike Repair Stand:** Located between Sage and the front of Kroon Hall at the entrance to the Forest Garden this amenity provides an air pump/gage, and screwdrivers, wrenches, etc.
6. **Storage Cages:** Located in Sage Hall, room 8A, Forestry Club (FC) and other administrative units maintain items for community building here. Cages are to be cleaned at the end of each semester, as needed. The storage of food and beverages is discouraged. If food and/or beverages are left over during winter or summer break, the Office of the Dean and/or Facilities may dispose of these items without notice. No items shall be left on the floor.
7. **Lactation Room + Baby Changing Tables:** Changing tables are available in the ground floor men’s and women’s restrooms in Kroon Hall. The lactation room can be found on the 2nd floor of Sage Hall and a key to access it may be obtained by contacting hr.yse@yale.edu
8. **Recording Studio:** YSE has a recording studio available for use by prebooking in Sage Hall. Please email the YSE IT Helpdesk with questions at helpdesk.yse@yale.edu.

9. **Vending Machines:** There are two vending machines located in Sage Hall Room 8B. They accept cash or cards. If a product becomes stuck, or a refund is required, please use the QR code on the top right corner of the machine to connect to the vending company reporting site.
10. **Student Lounge (Sage Hall, Room 4):** The lounge and kitchenette are available for student use only and are meant for studying, socializing, and relaxation. This room is open for study, group meetings, and occasionally private events. No private events (i.e., access is restricted) are allowed from 12 PM-1 PM to allow access to the kitchenette.
11. **Staff and Faculty Lounge:** This lounge is available for use only by staff and faculty. It is located on the 2nd floor of Sage Hall and has a kitchenette and seating area available for shared use by staff and faculty.
12. **Forest Garden:** The space between Sage Hall and Kroon Hall is the YSE Forest Garden, a project resulting from the 1980 Fund. The garden is managed by the Environmental Stewardship Committee.
13. **Gordy's Café** in Kroon Hall is managed by the Office of Student Affairs and is open while classes are in session Monday-Thursday, 9AM-4:30PM and questions should be directed to lauren.horner@yale.edu.
14. **Ordway Learning Center, Student Offices, and Study Spaces:** Limited student study and office space is available in all of our buildings. In Kroon Hall, the Knobloch Environment Center is meant for socializing, but students have also embraced it as a study space. The Ordway Learning Center on the ground floor also has ample quiet study space plus three student-only conference rooms for meetings. Students working on the Ph.D. degree are given first priority for office space and are assigned by the Doctoral Program Office.
15. **Outdoor Spaces:** Marsh Lawn, Kroon Courtyard, 300 Prospect's patio, Greeley's patio, and the 301/380 picnic tables are available for use by the YSE community but cannot be guaranteed for exclusive use.

Loading Dock and Storage

1. Students may use lockers for longer term storage although lockers must be cleaned out and unlocked by the end of the academic year. Locker storage may be cleaned out and locks cut if not cleared by June 30.
2. The loading dock located under Kroon Hall is accessible via Sachem St. and may only be used in coordination with fesfacilities@yale.edu.
3. For storage of leftover conference and event materials including serve ware, please contact the Office of the Dean. Materials should not be stored in communal cabinets without permission.

Communal Kitchens

These spaces are shared by the entire building. Individuals using the kitchen are expected to clean up the space after it is used.

1. Food in the third floor Kroon kitchen will be disposed of every Friday by Gordy's Café staff and facilities (Sage) that is not labeled with a date or have been in the refrigerator for more than one week. This includes the containers the food is in.
2. No leftover food or drinks can be left in the sinks, microwaves, or toasters, or on the countertops.
3. Microwaves should be wiped after use.
4. Items stored in shared spaces such as the refrigerator, freezer, or cabinets, should be clearly labeled with your name and date it was stored.
5. Anyone using the shared kitchen may dispose of items that contain rotting or spoiled items.
6. Leftover event food can not be stored in communal kitchens.

Catering and Alcohol

1. Any leftover food from catered events is the responsibility of the host. You must dispose of it immediately, distribute among guests to take to-go, or consider contacting a local food rescue service such as [Haven's Harvest](#).
2. Events hosted at YSE serving alcoholic beverages are limited to serving only beer and wine by a certified server ([TIPS](#), [Rservng](#), etc.). The full Alcohol Policy [is found here](#) in the YSE Student Handbook.
3. External caterers and other vendors must have the following:
 - a. Certificate of Insurance
 - b. Liquor License – If alcohol is served
 - c. All their own equipment
4. A list of caterers to consider, including vendors for linens, flatware, and tableware, is available upon request. These caterers are familiar with YSE.
5. Linen rentals are coordinated for each event through your catering order in most cases; please work with the caterer on your linen needs and reference the catering list above if your caterer cannot supply linens. The YSE Events team does not have linens on site to borrow.

Disposable Serve Ware

We strive to host events that are sustainable and event hosts should consider renting re-useable serve wear or sourcing items that are compostable in Yale facilities.

1. Compostable serving stuff (napkins, compostable plates, etc.) cannot be composted by Yale's composting program. At this time the program can only accept food waste. However, compostable serving stuff is still preferred over plastics. These items should be thrown in the trash instead of compost bins. Currently, Yale composting systems cannot accept compostable cutlery of any kind.
2. YSE has a stock of single use serve ware including plates, cups, napkins, etc. Please check with the Office of the Dean before purchasing more to see if enough is available for your event.
3. Event hosts should heavily consider menu options that get rid of this need (wraps, or other finger food), or that allow use of metal cutlery, reusable plates and cups that are collected in a bin and washed.

Signage

YSE's Poster and Decoration policy can be [found here on the YSE Resources webpage](#).

Media Services

1. YSE Office of Information Technology Services (ITS) is the primary provider of audio-visual support. If you wish to work with [Yale Broadcast Studio](#) or an external vendor, you are required to coordinate with YSE ITS services. Email them at helpdesk.yse@yale.edu
2. Host must have each speaker appearing on camera sign a speaker permission form: <https://broadcast.yale.edu/distribute/legal-information-public-distribution>. If a speaker permission form is not signed, the recording will not be released to the host.
3. Only the YSE Office of Communications is permitted to film in and around YSE Spaces. All other requests to film/photograph must be approved by the YSE Office of Communications communications.yse@yale.edu

4. The YSE ITS team is happy to support YSE events, however there are fees for events outside of business hours. As with all YSE Staff, the ITS team works from 8:30-5 PM Monday through Friday. Departments or event hosts are responsible for funding media support outside of these hours when required.

Lost and Found

YSE Lost & Found is located in the Mail Room in Kroon Hall (Room G11) and is accessible 24/7 to YSE ID Cardholders. Found items are stored for 4 weeks and are then discarded or donated. Items that are obviously valuable (such as an iPad, etc.) should be brought to a member of the Student Affairs Team (Kroon Hall room 101, 104, or 108) or Facilities (Sage Room 7).

Parking, Vehicles, and Bikes

1. **Bike Parking:** Bike racks are located at all YSE buildings. Yale and YSE cannot provide locks-riders utilizing the racks must bring their own. YSE is not responsible for any lost, stolen or damaged bikes or equipment.
 - a. Bikes, scooters, and similar modes of transportation cannot be left in hallways, stairwells, or stored inside buildings.
 - b. Electric bikes, electric scooters and similar modes of electric transportation cannot be charged in YSE buildings.
2. **Car Parking:** Parking in Yale lots is through prior authorization only as spaces are extremely limited. Ample public metered parking is available on Prospect and Sachem Streets. The Yale Parking Office provides further information about parking and charging stations or hybrid/electric car owners at Yale [on this webpage](#). The closest surface lots to YSE include Pierson-Sage Garage (280 Whitney Ave, New Haven, CT 06511) and Prospect-Sachem Garage (200 Prospect Street, New Haven, CT 06511). Both are for paying Yale community members and are gated, requiring badge access. For questions, email parking@yale.edu.
3. **School vehicles:** The school has four vehicles available for School use: Two 14-passenger shuttlebuses, one ten-passenger Ford transit van, and one Ford Escape SUV. Contact fesfacilities@yale.edu to book.
 - a. The shuttle buses are not allowed to leave the state of Connecticut, and drivers must be 25 years of age or older.
 - b. These vehicles are used primarily by faculty members for class trips and research-related travel; students who wish to use them for individual research projects require permission of a faculty member. School vehicles are never to be used for personal purposes. Individuals needing a car for personal purposes may wish to obtain a Zip car account (<https://to.yale.edu/zipcar>).

Those who would like to drive School vehicles are required to have the following:

- c. A valid driver's license issued in the U.S. or Canada.
- d. Proof of completion of Yale's online Driver Safety Awareness training.
- e. An account number (COA) to charge the cost of using a school vehicle (may not be a federal grant account).
- f. In-person training with a YSE facilities staff member for the van or shuttle buses.

Glossary of Terms

1. **YSE:** Yale School of the Environment
2. **Normal Business Hours:** 8:30AM-5:00PM
3. **YSE ID:** All members of the YSE community for whom their Yale ID has been coded to give you entry to all YSE buildings.

4. **Event:** Any gathering on campus that requires a space reservation. This includes gathering with or without food and any number of attendees.
5. **Host/Event Host:** Individual appointed responsible for submitting event approvals, reservation requests and other pre-event materials. This individual is also required to be at the event and generally acts as the lead contact for the event on behalf of their department, group, team, etc.
6. **Primary Contact:**
7. **YSE COA:** “The Chart of Accounts (COA) is a set of codes used to classify and record financial transactions in meaningful ways.” ([Controller’s Office](#)) The YSE COA is how the Business Office can make payments.
8. **Green-lit:** When the building entrances are unlocked, a Yale ID is not required to enter. The indicator light on the badge scanner is green.
9. **Provisional Calendar:** An internal calendar of events set forth by central YSE administrative units for school-level priorities.
10. **Add/Drop Period:** Dates set forth by Academic Affairs early in each semester by which students must confirm their course schedules. Class spaces may move around up to this point based on changing enrollment numbers.

Useful Documents

Templates and Branding:

- [Poster Policies, including poster template](#)
- [YSE Brand Guidelines](#)

Room Reservations + Event Approvals:

- [YSE Event Approval Process Guide](#)
- [Room Grid and Reservation Request](#)
- Site for booking other Yale spaces (non-professional school): <https://classrooms.yale.edu/welcome>