Policies on the Use of the Old Campus

Any registered undergraduate organization that wishes to sponsor an activity on the Old Campus must complete the Application for Use of the Old Campus and submit it to Dean W. Marichal Gentry in the Yale College Dean’s Office, 105 SSS. The form for registration requires a description of the purposes of the organization and the identification of officers or other leaders.

Non-Yale organizations are not permitted to use the Old Campus.

The granting of permission to use the Old Campus is based on the following conditions:

- The activity must not promote an outside commercial interest.
- The activity must not involve the collection or solicitation of money.
- If sponsored by a registered undergraduate organization, the activity must comply with the Undergraduate Regulations of Yale College.
- The activity must not disrupt regular or essential operations of the University.
- The activity must not significantly infringe on the rights of others. Since the Old Campus is near workplaces, residences and study facilities of students, faculty and staff, there is a particular concern about noise. In most instances, amplification will be allowed only during the noon hour or between 5 and 6:30 p.m.
- Grills will be allowed only after approval of Fire Code Compliance 203.432.9923.
- Tent structures will be permitted subject to the following criteria:
  - Stakes driven into the ground will be permitted only with the prior approval of the placement by a Yale University Grounds Maintenance supervisor (203.764.9661).
  - Tent structures and solid flooring installations will be permitted to remain in place for no more than two days.
- Vehicular activity:
  - Vehicular activity is not allowed on the Old Campus. The only exception is for the golf sized carts that are used by Yale’s custodial staff. These carts are limited to paved areas only. Any larger deliveries shall be delivered to the bollards located at either of the High Street gates, and off-loaded to smaller vehicles at those locations for delivery within the Old Campus.
  - No cars or trucks are permitted on the Old Campus.
  - No vehicles of any kind shall be allowed on the grass.
- Users shall be responsible for notifying their suppliers of these regulations so that handling charges will be included in the final pricing of items to be delivered.
- Users shall be responsible for reimbursement to the University for any damages to University property and for trash removal.
Application for Use of the Old Campus

Sponsor of event: ____________________________________________

Officer of registered undergraduate organization or contact person: ________________

Section of the Old Campus space requested: ________________________________

Day of the week: __________________ Date of event: ________________

Time begins: ________________ Time ends: ________________

Describe the event (include speaker, performer, or other activity): ________________

Are you going to use a grill? ________________________________

Number of people expected: ________________________________

Amplification? Yes ( ) No ( ) If yes, exact hour: ________________________________

Purpose of the group: ________________________________________

Other planned activities of the organization: ________________________________

I agree to be responsible for the orderly use of the space. I hereby acknowledge receipt of
the document entitled Policies on the Use of the Old Campus.

Name (Please print) ________________________________Signature ________________________________

Street ________________________________City, Town, Zip Code ________________________________

Telephone Number ________________________________Date ________________________________

Use of the Old Campus approved by:

University Police
432-4407 phone 432-4416 fax

Dean of Student Affairs
432-7472 fax 432-2907 phone

Yale, Fire Code Compliance Services
432-9923 phone 432-8937 fax

Office use only: Calendar ___ OCF ___ Email _______

Email this completed form to student.affairs@yale.edu or hand deliver to 102 SSS
48 hours in advance of your event.