

Yale College

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Greetings,

As you know, it is a distinct privilege for individual staff members and groups affiliated with the Cultural Centers to have access to the facilities without supervision throughout the academic year. With the new semester in full swing, we thought it necessary to reinforce the specific rules and responsibilities related to being granted exclusive access to the Center(s) with which you are affiliated.

The following is a list of regulations pertaining to usage of Yale's Asian American, Latino, and Native American Cultural Centers:

1. There is absolutely no liquor allowed on the premises.
2. No events can run past the hour of 1 A.M. No one is allowed to stay at the Center past 1 A.M. and sleeping at the center is strictly prohibited. **NO EXCEPTIONS!**
3. Use of candles, incense or similar items is not permitted at the centers.
4. Please do not remove hung artwork from the walls. If a group plans to use any additional decorations for their event, **PRIOR APPROVAL** must be received from the Directors, Deans Saveena Dhall, Rosalinda Garcia and/or Ted Van Alst. In any circumstance, no nails or materials of such sort can be used for decorations. If a group fails to take down their decorations after an event, the decorations will become the property of the Cultural Centers and the group will be charged an additional fine.
5. If you are expecting more than 50 people at any one point during your event, please contact the Yale Police Department as well as Deans Saveena Dhall, Rosalinda Garcia and/or Ted Van Alst in order to inform them of the event and confirm that you will not need to hire security to staff the event. All events from 9pm to 1am will require police presence. The group hosting the event is responsible for the costs involved with hiring a police officer.
6. If used, the kitchen must be thoroughly cleaned before the event is over. Your groups will be charged \$50 if it is left untidy. If you are using the kitchen on Friday, Saturday or Sunday, we request you take the trash out to the dumpster behind the Centers since we don't have custodians during the weekends.
7. The designate host of the group requesting permission for use of this space is liable for any damages.
8. The designate host must confirm that all windows and doors are closed when leaving the Center. Please clean up any mess that you make, and turn off lights (on all three floors) before closing up.

9. If furniture was moved for an event, the group sponsoring the event is responsible for putting the furniture back where it belongs.

10. There may be days where multiple groups are using the Center on the same day/time. Upon entering the house, if you see any problems (messy, furniture removed/missing, anything that is out of order), please contact Deans Saveena Dhall, Rosalinda Garcia and/or Ted Van Alst (email or phone message) so that you are not held responsible for another's misuse of the facility. If you fail to report such incidents, you too will be held responsible for any misuse occurred on the same day/time frame.

In the unlikely event that any of these guidelines are violated, one or all of the following disciplinary measures may be enforced:

1. Individual access to the Centers may be denied at the discretion of the Director(s) for upwards of one year.
2. If a member of a group affiliated with the Center is found in violation of Center Rules posted on our web site, the affiliated group and its members may no longer have access to the Centers for their events without staff supervision.
3. If a member of a group affiliated with the Center is found in violation of Center rules, the affiliated group will not be eligible for Cultural Center funding for group events.
4. A memorandum explaining the details of any violation will be kept within the respective Cultural Centers' files.
5. If any staff member of the Cultural Centers is found to be in violation of these rules, he or she may be terminated from their position as an employee of the Cultural Centers.
6. The Center's Director/Dean reserves the right to bring the violation to the Executive Committee for further proceedings.
7. The Center's Director/Dean may recommend to the Dean of Student Affairs that the group's registration with the Yale College Dean's Office be revoked immediately.

As you know, the Directors and staff of the Cultural Centers work very hard to create a friendly, home-like atmosphere. However, we need your cooperation to maintain the facility. Please respect your houses.

Respectfully,

Dean Saveena Dhall, Director, Asian American Cultural Center
Dean Rosalinda Garcia, Director, Latino Cultural Center
Dean Ted Van Alst, Director, Native American Cultural Center