

Yale INSTITUTE OF SACRED MUSIC

ISM Student Events Grant

The ISM encourages students to utilize Miller Hall as a center for the Institute's community life by supporting student-organized events in resonance with the ISM's mission. Applications may be made for one such grant per event per term. Funds must be spent according to the approved budget and will be provided on a reimbursement basis. Students must provide descriptive receipts and proof of payment. Students responsible for organizing the event must submit an **Event Request Form** at least four weeks before the event and agree to be responsible for event from start to finish. Such events must meet the following guidelines:

1. Event must have an educational, artistic, or other programmatic element to it, and be in concert with the interdisciplinary mission of the ISM, at the discretion of the Director.
2. Event must adhere to a clearly defined beginning and ending time.
3. Event must be open to the ISM community.
4. The ISM will provide up to \$200 for food and beverage costs or other related expenses.
5. Grant funds may not be used to purchase alcohol.
6. Spaces available for student events are: Tangeman Common Room, MH Seminar Rm. (203); and Student Workroom (005). The Kitchen (010) may be utilized only with special permission.
7. The room(s) must be completely clean and furniture returned to original places following the event.
8. All events must have a designated responsible person in attendance. The responsible person is expected to do the following:
 - Be able to give first aid or organize a first aid response
 - Ensure attendance is limited to agreed numbers
 - Ensure the event ends on time and that the building is left secure
 - Ensure any incidents are reported and dealt with correctly
 - Remain sober and ensure the event runs safely

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ISM Student Event Request Form

The ISM encourages students to utilize Miller Hall and the Great Hall as centers for the Institute's community life by supporting student-organized events in resonance with the ISM's mission. To request use of space for an event, please complete and submit this form two weeks in advance of the proposed event date.

Today's Date: _____

Date of Event: _____

Time of Event: _____

Event Student Organizer(s): _____

Responsible Person on Day of Event: _____

Title of Event: _____

Event Description and Timeline:

Intended Audience: _____

Estimated number of people: _____

Food and Beverage: Up to \$200 is available to cover costs of food and beverages. Please indicate what food and beverage you plan to serve and the estimated cost.

Room(s) Requested:

___ Tangeman Common Room

___ Seminar Room (203)

___ Student Workroom (005)

___ Kitchen (by special permission only)

___ ISM Great Hall

Set-up: Please indicate any special set-up needs, such as tables for food, chairs, etc.