

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. Students responsible for organizing the event must submit an **Event Request Form** at least two 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. Events where alcohol will be served must adhere to the ISM Alcohol Policy.
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
 - Ensure the event runs safely
 - Remains sober and in control

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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.

Note: For events involving alcohol, an individual certified by Rserveing or its equivalent must be present. If you have already identified someone for this role, please indicate who. Otherwise, we will work with you to find someone.

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.