

**Boyer Center For Molecular Medicine (BCMM)**  
**Conference Room Information**

**Conference Rooms, BMM 101 and 201**

The first and second floors each contain a conference room with a conference table and seating for 15 to 20 people. Each room has a blackboard, whiteboard, projection screen, slide projector and an overhead projector. Please plan to provide your own slide carousel and laser pointer. A small kitchen area just outside each room contains a sink, refrigerator, oven and microwave.

**For room reservations, contact the Facilities Customer Service Center @ 785-6636**

Please note: In compliance with OSHA Laboratory Standard, 29 CFR 1910.1450, The Boyer Center for Molecular Medicine prohibits the use of its conference rooms for activities involving fixed or unfixed human tissues.

(Smoking is not permitted in any area of the Boyer Center including the 2<sup>nd</sup> floor Terrace)

**Note: for events scheduled after 5:00 PM or the weekend, a PTAEO number must be provided in order to coordinate clean-up with Custodial Services.**

Boyer Center rooms are for common use and are reserved daily. Due to their extensive use, we ask that you observe the following policies when hosting an event at BCMM:

**Supervision:**

An event coordinator from the department reserving the room must be present throughout the reserved time period to assist faculty, guests and service staff. The coordinator should provide guests with any information or assistance they may need, including directions to the Boyer Center, parking information, or message service and must be present to supervise catering or other deliveries and pick-ups. Each room has a telephone for calls within Yale University. Pay telephones are available in the Hope Building across the second floor bridge. There are free-standing notice boards for use on the first and second floors. Please post any notices on these boards rather than on walls or doors.

**Entrance and Security:**

The Boyer Center is a locked building, with first floor entrance available with specially coded ID cards or intercom communication to Security only. There is also an entrance through the second floor bridge from the Hope Building. Individuals using the intercom for access will need to give the name of the event they are attending. The event coordinator should contact the SHM Security Desk (785-4202) whenever a large number of people will be using the intercom for access. Tell security the event, time frame and who you expect will attend. Entrance doors cannot be propped open for any reason; security staff are immediately alerted by an alarm system on the doors. If you are hosting

a large group, you may want to arrange for a security guard to be at the door to make access easier for your guests.

**Catering, Rental or Audio-Visual Services:**

The event coordinator should plan to meet and supervise caterers and other service providers. Providers may use the driveway only to load or unload supplies (via the side entrance between BCMM and Hope), if the vehicle does not restrict the flow of traffic through the driveway. The event coordinator should arrange for any parking if needed; parking in this driveway is prohibited. Carts for transporting items and all equipment not listed in the room descriptions above must be supplied by the providers or the hosting department. Food and supplies cannot be left in the main lobby or any hallway. We strongly recommend against leaving food or equipment unattended within the rooms, even when locked.

**Cancellation Notifications:**

Please contact the Facilities Customer Service Center @ 785-6636 if there are any changes in the event that would cancel the use of a reserved room.