



## ROOM USE GUIDELINES

### GENERAL INFORMATION

Only recognized Caltech groups and organizations may request use of the Caltech Y rooms following the procedures outlined below. There must be a Caltech affiliate involved with group organization in order to use the space. **The Caltech Y is an open working space. Groups are asked to be mindful and respectful that staff might be working while events are taking place.** Student organizations and campus groups using the Caltech Y rooms will be expected to follow the policies and expectations below at all times as well as adhere to the Caltech Honor Code. Please note that Y staff are not available to handle details of the event such as receiving food deliveries, supplying equipment, delivering messages to participants, etc. **DO NOT** give the Y phone number to participants as a contact or information number.

### ROOM DESCRIPTION

- **Frank Dryden Room** (1<sup>st</sup> floor multipurpose room): Big screen TV, small conference table, couches, folding chairs, fits 8-10 people.

### RESERVATIONS

- **Caltech Y programs have priority** and on rare occasions, the use of a previously reserved space may be needed for a Y event. In such cases, you will be contacted ahead of time and offered either the use of a different space, or you may be asked to reschedule your event.
- Reservation requests may be made during and after-business hours (9AM-6:30PM, M, W, F) by e-mail [caltechy@caltech.edu](mailto:caltechy@caltech.edu) or phone (626) 395 - 6163.
- ***Reservations for each term open one month prior to the beginning of the term.***
- Groups wishing to reserve the rooms on a quarterly basis for any event may do so 30 days in advance of the term desired. ***At the beginning of every term the calendar re-sets, so new reservations need to be booked again each term.***
- Due to demand and heavy program use during the evenings and weekends, groups may be limited in duration and frequency of room reservations.
- Student clubs/groups and/or student programs are given priority for reservations. Only current Caltech or Caltech affiliated groups are authorized to use the Caltech Y space.
- The rooms are available for use by other campus entities and can be reserved 7 days in advance. Reservations need to be approved.
- The yard is considered open space and may be in use by other groups
- Access to other rooms other than the ones reserved is **NOT** permitted. **Groups are not allowed to access the garage to get equipment.** The Caltech Y staff will provide any items that have been reserved in advance.

- Groups are expected to adhere to Caltech's alcohol policies as outlined in the Honor Code.

## COVID-19 Guidelines

Caltech has mandated full COVID-19 vaccination and booster for employees, students, and visitors and has restricted access to indoor campus spaces to vaccinated individuals only. This means that all individuals, including visitors, who are eligible to receive the vaccine (i.e., everyone 5 years old or older and those without an approved medical exemption) must be prepared to show proof of vaccination and booster when entering any indoor campus space. For any questions regarding these rules, please email [caltechy@caltech.edu](mailto:caltechy@caltech.edu)

- Every group must check that all members are fully vaccinated and have the booster (if eligible). The Caltech Y staff may request documentation to show that this step has been completed by the group.
- Medical grade masks must be worn at all times within the building. (Medical masks, N95, KN95. No cloth masks)
- The air purifiers must remain on while the building is in use. Please turn them off when you leave.
- No eating or drinking is permitted within the building. Eating and drinking is allowed outside on the porch or front lawn.
- The maximum capacity for the living room space is 10.
- The maximum capacity for the kitchen space is 2.
- In groups larger than capacity, only the maximum capacity of people are allowed within the space at any given time. Larger groups are permitted outside in the front area/lawn.

## USE OF KITCHEN

If available, up to 2 people may use the kitchen during the time of their reservation. Masks are required at all times while in the kitchen. **If you would like to use it, please notify us upon making the room reservation so we can check if it is available.** All items used must be washed and returned to the labeled cabinets. Please do not leave any leftover food in the fridge or on the countertops.

## DAMAGES

We understand that accidents happen and may result in damage. If this occurs, please inform Y staff as soon as possible. Any damage to the furnishings, walls, equipment or carpet shall be repaired by the Caltech Y at the expense of the responsible party.

## PARKING

2 hour free street parking is available from 9am - 6pm, Mon-Fri. Guest campus parking permits can also be purchased. Permit purchases, procedures and guidelines are to be provided by the event host. Please visit the Parking & Commuter Services website at <https://www.parking.caltech.edu/Parking/Visitor> for more information.

## SAFETY DISCLAIMER AND LIABILITY RELEASE

The Caltech Y is **NOT** baby/child proof and disclaims all responsibility for any resulting damage, injury, or expense. It is the caregiver's responsibility to make sure that the child is never left unattended.

## CHECKLIST

As a courtesy to all groups, basic cleaning supplies are provided in the cabinet under the sink (dishwasher tabs, soap, sponges etc.) sanitizing products are on the entryway shelf near the door, and additional cleaning supplies are in the closet next to the washing machine (vacuum cleaner, paper towels etc.). The group or club using the space is responsible for all set-up, cleaning, and/or damage costs incurred by the event. Groups are required to complete the following list before leaving the room.

<input type="checkbox"/>	Groups are responsible for returning all furniture to their original configurations and for wiping tables and countertops clean
<input type="checkbox"/>	Trash must be removed from the space and taken to the dumpster in the driveway at the end of the event
<input type="checkbox"/>	Problems with the room should be reported to the Y immediately
<input type="checkbox"/>	Room(s) should be locked when you leave. If after hours, you are responsible to contact security (x4701) to lock the house deadbolt. Ensure the lower door lock is pressed when you leave
<input type="checkbox"/>	Erase any notes, etc on the whiteboards.
<input type="checkbox"/>	Leave all items as they were when you entered
<input type="checkbox"/>	While the TV, DVD, and projector are available for group use, they should not be moved
<input type="checkbox"/>	Organizations must vacate the reserved rooms by the hour indicated on the reservation.
<input type="checkbox"/>	All kitchen items must be washed and returned to their labeled cabinets.

## CALTECH Y ACCESS AFTER HOURS

***In order to maintain safety, it is important that Caltech Y and security know who is in the building at all times.***

When making room reservations, the Caltech Y must be given a name and email address as a person of contact for the booking. This person will be notified if any issues arise regarding unlocking and accessing the building. If this person is unable to attend a room reservation, please be sure other members of the group are aware that the reservation is booked under that specific name. Security may ask you who reserved the space before allowing you in.

Groups wanting to use the Caltech Y must have a representative at the Caltech Y by 5pm so that the staff can let them in before leaving for the day. Every group must also call security when they leave to alert them to lock the door deadbolt. (626) 395-4701 to request access. If a staff is unavailable to let you in, security can take up to 30 minutes to come and unlock the door, so it is beneficial to call security early. **BUT you must be at the building's door when you call, not on your way to the Caltech Y.** Then, you must call security when you are leaving the building so that they know to lock the door after you or if another group is now in the building and your group has left.

Only groups with reservations that have been approved by a Caltech Y staff will be allowed in. Groups are also required to lock the bottom lock of the door as they leave and call security to come and lock the deadbolt after the group has left.