

Room Reservations

The International Center for Yale Students and Scholars can be reserved to host a variety of events, programs and meetings. The physical space is flexible and can be arranged to accommodate many different room setups.

Availability

- Reservations are accepted only from Yale student groups and departments and are granted at the discretion of OISS staff.
 - Apart from OISS-sponsored programs and events, we give first priority to room requests by Yale's international and cross-cultural student, scholar, and spouse organizations and groups. We do our best to accommodate other requests.
 - The International Center (IC) is open during the academic year from 9:00 a.m. to 5:00 p.m. Monday, Wednesday, Thursday, and Friday; 12:00 p.m. to 5:00 p.m. on Tuesday. During breaks the IC closes daily at 5 pm.
 - Use of the facilities is limited during [OISS business hours](#) [1] (i.e., use of the kitchen, playing music, etc.).
 - The IC may also be available for events outside of the hours listed above, pending the availability of student employees to monitor the space. Additionally, a \$50 deposit is required to reserve the space outside of normal open hours.
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Amenities

- By law, the first floor of the IC can accommodate standing-room groups of up to 119 people and up to 56 people for a seated event. A variety of layouts are offered in the Room Reservation Request Form.
- The IC has a full kitchen, with stovetop, double ovens, refrigerator, microwave and dishwasher.
- Some media equipment is available by request (LCD projector, projection screen and laptop connectivity, microphone, karaoke machine). Groups must bring their own laptops and any necessary adapter cables.
- Off-street parking is available along Temple Street and Whitney Avenue. The parking lot in front of the IC is open to the public after 5:30 pm on weekdays and all day on weekends.

For more information or if you have questions, please do not hesitate to [contact us](#). [2]

Rooms & Configurations

First Floor: Lecture Configuration



[View More](#)

First Floor: Workshop Configuration



[View More](#)

First Floor: Reception Configuration



[View More](#)

First Floor: Dinner Configuration

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[View More](#)

Conference Room: Meeting Configuration



[View More](#)

Request a Room

[View More](#)

Hub Page View: [—](#)

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First Floor: Lecture Configuration

[3]



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First Floor: Workshop Configuration

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First Floor: Reception Configuration

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First Floor: Dinner Configuration

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[6]

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[Conference Room: Meeting Configuration](#)

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[Request a Room](#)

[8]

Source URL: <https://oiss.yale.edu/about/international-center/room-reservations>

Links:

[1] <https://oiss.yale.edu/about/hours-directions-parking>

[2] <https://oiss.yale.edu/about/connect-with-oiss>

[3] <https://oiss.yale.edu/about/international-center/room-reservations/lecture>

[4] <https://oiss.yale.edu/about/international-center/room-reservations/workshop>

[5] <https://oiss.yale.edu/about/international-center/room-reservations/reception>

[6] <https://oiss.yale.edu/about/international-center/room-reservations/dinner>

[7] <https://oiss.yale.edu/about/international-center/room-reservations/meeting>

[8] https://yalesurvey.qualtrics.com/SE/?SID=SV_0Vbh4oVLIJyJjxP

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