

Dear Branfordians,

Welcome back to our upperclassmen, and to our first years, welcome! We look forward to all of you arriving back on campus this week.

I write to remind you/let you know about our room reservation system for Branford. I realize this is lengthy, but please do read through carefully as it has important information about using the reservation system, reserving rooms in general, and info about when you can start reserving!)

Beginning on August 22nd, you may go in and make reservations for Branford spaces in the system for the 2018-2019 academic year. Rooms will not be available for any reservation until August 29th. This also applies to the Branford/Saybrook room.

This system, 25Live, is used by many departments on campus, including the Registrar's office, so chances are you will be using this system to book spaces around campus for any student organization you are a part of. For Branford, we use this system for the following rooms:

- Trumbull Room
- Mendell Room
- Small Dining Room
- Student Kitchen
- TV Room
- Dance Studio
- Practice Room
- Common Room

For the Branford/Saybrook room, please email the Head of College office to make a reservation (branford.aides@yale.edu). Please list in your email your name, group name, contact number, date and time of reservation, reason for reservation, and the number of people you anticipate attending. An aide will let you know whether the space is available and/or confirm your reservation.

Instructions on how to use the new system are attached and include the new link. Please read through them carefully as you make your first reservation.

Some things to note:

- Information about each space can be found on our website (yale.edu/Branford)
- The system will work on any internet browser, but Firefox is preferred
- This system is used by many departments on campus. Only Branford students can see Branford rooms.

- Please note that the Head of College office may contact you to change a reservation if other Branford events come up. Every effort will be made in these cases to move you to another space and to provide plenty of notice.
- You may reserve the Practice Room instead of it being solely first come, first serve. (You will still need to request card access at the start of the year. Stay tuned for an email about that).
- The TV Room and Practice Room can be used on a first come, first serve basis but reservations take first priority. We highly encourage you to make a reservation to ensure you can use the space.
- All rooms, other than the Common Room and the Student Kitchen, will be automatically approved in the system. For the Common Room and the Student Kitchen, your reservation is not valid until you hear from the Head of College Office.
 - Please note that any student wishing to reserve the kitchen must first go through a brief training session before their reservation requests will be approved. Be on the lookout for emails in the next few weeks about these training sessions.
 - If you wish to use the Student Kitchen during a weekend, please make your reservation by noon on the Friday of that weekend to ensure that it is seen in time to be approved for that weekend. No requests will be reviewed during the weekend.
- If you have a room reservation during the weekend that requires a key, please pick up a key that Friday before 4:00pm.

If you have any questions, please email me at susan.obert@yale.edu.

Best,
Susan Obert