2018 CALENDER

ARRIVAL - Sunday, August 12
4:00pm – 6:00pm
    Check-in at Battell House
    Check into Host Family homes
6:00pm – 6:45pm
    Dinner - Battell House
7:00pm
    Director’s Orientation Meeting
    Discuss first day’s schedule
    Tour the Festival grounds

FIRST DAY - Monday, August 13
8:00am – 8:45am    Breakfast
9:00am – 11:45am   General Rehearsal
Noon – 12:45pm     Lunch
12:45pm            Conductors meet
1:30pm – 3:00pm    General Rehearsal
3:00pm – 3:10pm    Break
3:10pm – 5:00pm    General Rehearsal
5:15pm – 5:45pm    Conductors meet
6:00pm – 6:45pm    Dinner
7:00pm – 8:00pm    Conductors meet

DEPARTURE - Sunday, August 19
8:00am
    Continental breakfast
8:00am – 11:00am
    Vacate residences
    Check-out at Battell House

CONTACT US

Year Round
norfolk@yale.edu | norfolkmusic.org

May 24 - August 31
TEL 860.542.3000
MAIL PO Box 545
      Norfolk, CT 06058
STREET Battell Stoeckel Estate
      20 Litchfield Road
      Norfolk, CT 06058

September 1 - May 28
TEL 203.432.1966
MAIL PO Box 208246
      New Haven, CT 06520
STREET 470 College Street, Suite 303
        New Haven, CT 06511

Cutty & Lionel,
Directors of Goodwill, (DoG)
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WELCOME TO NORFOLK

Welcome to the Norfolk Chamber Music Festival – Yale School of Music. This summer, you will be following in the footsteps of musicians like Rachmaninoff, Sibelius, Kreisler, as well as the Brentano, Guarneri and Tokyo String Quartets, NY Woodwind Quintet and the NY Brass Quintet with the beautiful Ellen Battell Stoeckel Estate in historic Norfolk, Connecticut, serving as the backdrop for your activities. We hope you will find your stay musically productive, relaxing, and stimulating, and we encourage you to take advantage of all that the surroundings have to offer.

Norfolk is a very small New England town. There is a country store (with a few toiletries and incidentals), a bank with an ATM machine, a post office, a restaurant and a pub. There are no music stores or clothing stores for miles.

If you plan to have family or friends visit, there are a few inns nearby; a listing is available on the Norfolk website (norfolkmusic.org) and in the season brochure.

Please do not hesitate to approach the staff if you need assistance. We are here to help you in any way we can.

Have a wonderful session!

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<tr>
<th>ARRIVAL DEPARTURE</th>
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<tr>
<td><strong>Arrive in Norfolk</strong> during the check-in time listed. If you arrive EARLY, residences will not be open, and you cannot check-in until the times listed.</td>
</tr>
<tr>
<td>If you arrive LATE without permission, a $25 late check-in fee will be deducted from your $300 deposit.</td>
</tr>
<tr>
<td><strong>Remain in Norfolk</strong> for your entire session of study. Absences, late Check-ins and early Check-outs are permitted only with the written approval of the Director.</td>
</tr>
<tr>
<td><strong>Check-out from Norfolk</strong> Failure to check-out will result in forfeiture of $50 from your $300 deposit.</td>
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The following information is offered to help you get acquainted with Norfolk. Please read carefully. You are responsible for knowing and following the rules and policies listed. Violation of NCMF rules and policies, town ordinances, or state law may result in the revocation of your Fellowship or loss of your refundable deposit.
HOW DO I GET TO NORFOLK?

There is no public transportation between the shuttle locations and the Festival. The Festival is one hour away from the airport and train pick ups, and 20 minutes from the bus pick up. There is no taxi service in the area. We know of only one Uber driver in the region. The Festival staff plans pickups meticulously. **To be picked up at the airport, bus or train, the Festival office must receive your Travel Information form by July 2.**

**BY CAR**

The Ellen Battell Stoeckel Estate is located at 20 Litchfield Road, on Route 272 just south of the intersection of Route 44 in the center of Norfolk. The main entrance is opposite the fountain located on the town green. Norfolk is an hour from Hartford, and approximately two and one-half hours north of New York City. GPS: 20 Litchfield Road, Norfolk, CT 06058.

**BY AIR**

Bradley International Airport (BDL), in Windsor Locks, Connecticut (CT), is the closest major airport (approximately 1 hour from Norfolk). New York City airports are also a possibility. The Festival will make scheduled pickups from Bradley International only.

If you arrive into New York you must take either:

Peter Pan Bus Line from the Port Authority Bus Terminal in New York City to Winsted, CT.

or

Metro North Train from Grand Central Terminal to the Wassaic stop in Amenia, New York.

The Festival will make scheduled pickups from the Winsted bus stop and Wassaic train stop.

**BY TRAIN**

The Harlem Line of Metro North Railroad runs from Grand Central Terminal in New York City to the Wassaic stop in Amenia, NY. Estimated time from New York to the Wassaic stop is approximately 2 hours. Wassaic is 1 hour from Norfolk. Wassaic is just a platform located several miles from the nearest town. There are no food services or bathroom facilities. The Festival will make scheduled pickups from the Wassaic train stop.

[mta.info](http://www.mta.info)

**BY BUS**

The nearest bus stop is in Winsted, CT, about 20 minutes from Norfolk. Peter Pan Bus Line runs buses to Winsted from the Port Authority Bus Terminal in New York City. Estimated time from New York to Winsted is approximately 2 1/2 hours. The Festival will make scheduled pickups from the Winsted bus stop. [peterpanbus.com](http://www.peterpanbus.com)
FESTIVAL PICK-UPS DROP-OFFS

The Norfolk Festival staff will pick you up and drop you off ONLY at the times and locations listed below. NO EXCEPTIONS. Shuttles are scheduled to ensure that you are able to attend the first day’s events. Please make your travel arrangements accordingly.

If arriving or departing outside of the schedule below, please make overnight accommodations to meet the shuttle schedule. No stipends or reimbursements will be given.

PICK-UP | Sunday, August 12
Festival Staff will pick-up from:

- Wassaic MTA Metro North platform at 12:00pm (Departs Grand Central at 9:10pm)
- Winsted, CT Bus Stop at 12:15pm (Departs New York Port Authority at 9:30am)
- Bradley Airport at 12:00pm
- Bradley Airport at 2:00pm
- Wassaic MTA Metro North platform at 4:00pm (Departs Grand Central at 1:10pm)

DROP-OFF | Sunday, August 19
Festival Staff will make drop off to:

- Wassaic MTA station at 11:45am (Train arrives at Grand Central at 2:47pm)

HOUSING

FELLOWS

Some Fellows are housed in nearby homes of Norfolk residents and some will be housed in shared residences on the Estate. Directions will be provided when you register. Sheets, pillowcases and towels will be provided.

Fellows of the Festival are extremely fortunate to be recipients of the unique hospitality of the town and community of Norfolk. Since your conduct reflects on the School and the Festival, you are asked to respect the “house rules” of your host family.

Guests are not permitted in homes without permission from the Norfolk Office. Failure to obtain permission for guest housing will result in forfeiture of your $300 deposit.

To ensure the most appropriate housing for your needs, Housing Forms must be returned by July 2. Preferences are considered on a first-come, first-served basis. Accommodations for pets are not provided under any circumstances.

FACULTY

Housing for Artist-Faculty is provided in cottages on the Festival grounds. Towels, bed linens and paper products are provided.
MEALS

DINING HALL

Three meals are provided each day for Fellows, Faculty and Staff in the Dining Hall. Vegetarian selections as well as a salad and sandwich bar are available. Fellows and Faculty must present their NCMF IDs. Guest meals are available for purchase from Dining Services. Special rates for children are available. If you have any special nutritional requirements, please let us know by July 2.

MEAL TIMES

Monday - Friday
  Breakfast  8:00am – 8:45am
  Lunch     Noon – 12:45pm
  Dinner    6:00pm – 6:45pm

Saturday
  Breakfast*  8:00am – 8:45am
  Lunch      12:30pm – 1:15pm
  Dinner    6:00pm – 6:45pm

Sunday
  Breakfast*  8:00am – 8:45am
  Lunch      11:00am – Noon
  Dinner+    6:00pm – 6:45pm

The Dining Hall is available between meals and in the evenings, assuming respectful use of the space.

* Continental Breakfast
+ Deli Sandwiches & Salads

GUESTS

Guests are welcome to use Norfolk’s dining service. The following rates** apply to all guests:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Price</th>
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<tr>
<td>Breakfast</td>
<td>$7.50</td>
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<tr>
<td>Lunch / Brunch</td>
<td>$13.50</td>
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<tr>
<td>Dinner</td>
<td>$17.50</td>
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Fellows must cover the cost of their guests’ meals. You may not share food with individuals who are not on the meal plan. Payments for guests are submitted directly to Dining Hall. Unpaid Dining Hall bills for guests will result in forfeiture of your $300 deposit. Checks should be made payable to Yale Dining Services.

OFFICE HOURS

The staff is always happy to help. Please let us know if you have any questions or problems. The Main Office in Battell House is open Monday through Saturday, 9 am until 5 pm. The office is closed on Sunday, except for check-in and check-out days.

*Continental Breakfast
+ Deli Sandwiches & Salads

**Dining Hall rates subject to change.
SCHEDULE

To ensure you have the best experience possible, the Festival follows a strict daily schedule that everyone must follow. Detailed daily schedules will be provided upon arrival.

**You are responsible for checking the bulletin board several times each day for scheduling updates.**

REHEARSAL ATTENDANCE

Fellows are expected to maintain a professional attitude and to be punctual to all coachings and rehearsals.

ABSENCES

Absence from any function is allowed only at the discretion of the Director. To be excused, you must obtain written permission from the Director.

Unexcused absences will result in a deduction from your deposit and may result in termination of your Fellowship.

Aside from scheduled transportation on Check-in and Check-out days, all transportation on and off the Estate is your responsibility.

FACILITIES

The 70-acre Ellen Battell Stoeckel Estate serves as the Festival’s home. Since many buildings are unmarked, please familiarize yourself with the estate map. Buildings and functions are:

**Barn**
- Music studios, art studios, art gallery,

**Battell House**
- Dining hall, administrative offices, mailboxes, scheduling board, lecture, recital hall

**Brookside Cottages**
- Staff and Faculty housing

**Brookside Studio**
- Piano Faculty studio

**Cone House**
- Staff and Faculty housing

**Eldridge Barn**
- Brass studio

**Greenhouse:**
- Music studios, laundry room

**Grey Cottages**
- Faculty housing

**Little House**
- Staff and Faculty housing
Practice rooms are available the Barn, Greenhouse, Eldridge Barn and Brookside studio. Please respect the following:

No smoking and no parties.

Eating and drinking in practice rooms attracts the indigenous wildlife. **Do not leave food or drinks in practice spaces.**

The fire code forbids sleeping in practice studios.

**LAUNDRY ROOM**

Laundry facilities are located in the Greenhouse on the Festival grounds. Quarters are available during regular business hours at the administrative office. Please help us keep the laundry facilities clean.

**ATM**

The National Iron Bank in downtown Norfolk has an ATM on location.

**INSTRUMENT STORAGE**

Lockers are not available. A shared room in Eldrige Barn locked with a combination lock will be available to store your instruments.

**Do not leave your instrument or other valuables unattended in practice spaces.**
CAMPUS MAILBOXES
Mailboxes are located in the Battell House lobby. Your mail and messages will be left in the slot by the first letter of your last name.

MAIL
Your mailing address while in Norfolk:
Norfolk Chamber Music Festival
Attn: YOUR NAME
PO Box 545
Norfolk, CT 06058-0545

The street address for packages:
Norfolk Chamber Music Festival
Battell Stoeckel Estate
20 Litchfield Road
Norfolk, CT 06058-0545
Attn: YOUR NAME

A basket for outgoing mail is located on the mailbox table in Battell lobby.

Packages will be left on either the table in Battell lobby or inside the Dining Hall.

TELEPHONE
In an emergency, a message may be left with the main office at 860.542.3000 Please do not expect to receive calls at this number.
For emergencies after hours, you, a guardian or family member may call the mobile number of:
James Nelson, General Manager, 203.640.4919 or
Deanne Chin, Associate Manager, 203.430.3226

PARKING AUTOMOBILES

The Festival has a ZERO TOLERANCE policy towards drinking and driving.

The Estate speed limit is 15 MPH. This speed limit must be strictly observed. Many small children and animals are on and around the Estate throughout the summer, please drive carefully.

Parking is permitted in the following areas ONLY:
- In the field adjacent to the Music Shed
- In the lot behind Battell Chapel. Enter through Battell House driveway.
- In the lot behind Eldridge Barn, near the grey cottages
- In front of Eldridge Barn & Brookside Studio

There is no parking at Battell House, Whitehouse, in any driveway, within 50 feet of any public building, or within five feet of any road. Cars parked in violation of these rules will be ticketed and towed by local fire officials who are diligent in their enforcement.
EMERGENCIES
ILLNESS

Report sickness or injury immediately to the Director or Manager.

In emergencies, call 911.

The nearest hospital is Charlotte Hungerford Hospital: 540 Litchfield Street, Torrington. It is located in Torrington, approximately 20 miles south of Norfolk, off of Route 8. Directions are posted in the Battell House Box Office.

Charlotte Hungerford Hospital emergency department number is 860.496.6650.

Charlotte Hungerford Hospital also operates the Winsted Health Center: 115 Spencer Street, Winsted, CT 06098. It is approximately 15 miles southwest of Norfolk. Emergency services are available only from 9:00am to 9:00 pm seven days a week.

Winsted Health Center emergency department number is 860.496.6650.

Please inform the General Manager, James Nelson, of any ongoing medical situation about which the Festival should be aware.

For EMERGENCIES after hours, you, or a family member or guardian may phone:

James Nelson General Manager
203.640.4919 or
Deanne Chin, Associate Manager
203.430.3226

STAFF

Melvin Chen, Director
James Nelson, General Manager
Deanne Chin, Associate Manager
Benjamin Schaeffer, Associate Administrator
Lauren Schiffer, Programs Manager, Yale School of Music
Belinda Conrad, Production Coordinator
Carolyn Dodd, Facilities Manager
Alisa Goz, Box Office Assistant
Jeff Hartley, Chef
John Hester, Estate Manager
Noa Michaud, Box Office Assistant
Iris Rogers, Librarian | Director’s Assistant
Sean Tanguay, Recording Engineer

FEES

A $300 refundable deposit is due upon acceptance into the Festival to ensure your participation. Conductors participating in the Workshop are required to pay a $800 non-refundable tuition fee.

Payment is by credit or debit card only. The deposit will be returned — less the cost of any damage or dining hall costs, lost items or unreturned library materials. There may also be deductions for failure to satisfactorily complete work-study assignments.
Deposits will be refunded onto the credit card you provided for the deposit.

Failure to check-out will result in forfeiture of $50 from the refundable deposit.

Fellows who arrives after the registration hours without written permission will forfeit $25 from the $300 deposit.

If you have questions about payment of fees, please contact the Norfolk Office at 860.542.3000.

**CONCERT TICKETS**

A limited number of complimentary tickets for guests may be obtained prior to the concert day. Please speak with the Box Office to make arrangements.

**RECORDINGS**

All Festival concerts are recorded with state-of-the-art equipment. Digital audio and video files of your performance is available.

All concerts and masterclasses will be streamed live on the Festival’s website.

**CONCERT DRESS**

Please bring all required clothing. There are no clothing stores near Norfolk.

**FESTIVAL CONCERTS**

Please bring all items listed below:

**Women**
- Long black dress
- Black slacks or long black skirt
- White dress top
- Dress blouse

**Men**
- Collared, white dress shirt
- Black dress pants
- Dark shoes
- Dark socks
RECREATION

TOBEY POND
Tobey Pond is a private beach located about one mile from the Estate. It is a wonderful swimming area that Fellows, faculty and staff are invited by the Town of Norfolk to use.

Tobey Pond Regulations
Remember the town has invited you as a guest to this private beach.

Hours: 10:00 am to sundown.
It is illegal to visit the pond after dark.

Parking: A permit must be affixed to your windshield or your car may be towed. Permits are available at Town Hall.

Swimming: Swim in roped-off areas only and obey the lifeguards at all times. Children at the beach are the responsibility of their parents. Any action which endangers the safety of a swimmer will result in suspension of pond privileges.

Picnicking: Use the picnic tables, not the beach.

HIKING
There is excellent hiking nearby at Haystack Mountain, Dennis Hill, and Campbell Falls State Parks.

SPORTS
Softball and soccer are the “official” recreational sports at the Festival. There are several ball fields near the Estate. Pickup games are open to all. The Festival has equipment or you may bring your own. The town also has a swimming pond, tennis courts, volleyball, and lots of winding country roads suitable for bicycling and jogging.

OTHER
Other activities include art gallery openings, receptions, and lectures by visiting artists.

OVERUSE SYNDROME
Overuse Syndrome is the current term for performance-related injury. A temporary rest from practicing and playing is usually recommended. If you are having trouble, notify the Director so the schedules may be adjusted.

WEATHER IN NORFOLK
Summers are generally warm, ranging from 80s-90s during the day to 60s-70s at night. In early July and mid August it has been known to be in the 40s at night. Thunderstorms also happen often and quite suddenly.
IMPORTANT PHONE NUMBERS

Festival Main Office  (New Haven)
   Through May 23
   203.432.1966

Festival Main Office  (Norfolk)
   Beginning May 29
   860.542.3000

Festival After Hours Emergency
   James Nelson, General Manager
   203.640.4919
   Deanne Chin, Associate Manager
   203.430.3226

Ambulance | Emergency Services
   911.

Charlotte Hungerford Hospital
   860.496.6650

Winsted Health Center
   860.496.6650

THINGS TO BRING

☐ Any & all music supplies you might need (reeds, rosin, strings...) There is no music store near Norfolk.

☐ "Flashlight
   Necessary for walking at night.

☐ Mosquito repellent
   Twice as much as you think you might need.

☐ Folding music stand
☐ Softball glove
☐ Swimsuit
☐ Swimming towel
☐ Cell phone
☐ Sunblock | Lip protection
☐ Sunglasses
☐ Bicycle and Bicycle lock
☐ Scores and parts you might like to work on
☐ Fleece | Lightweight layers
   Jacket | Sweater
☐ Umbrella | Raincoat | Rain Shoes

IMPORTANT DATES

May 8   Repertoire Form Due
May 30  Housing Form Due
       Work-study Form Due
June 4  Travel Form Due
July 1  Session Check-In
       4:00 pm - 6:00 pm
Aug 12  Session Check-Out
       9:00 am - 11:00 am
POLICIES

SMOKING
Smoking is prohibited in all buildings on the Festival grounds including concert halls, practice spaces and residences. Smoking is prohibited within 25 feet of all buildings.

REHEARSAL | COACHING ATTENDANCE
The Fellow / Faculty relationship is a partnership formed for the express purpose of assisting the Fellow in his / her musical development. Fellows are expected to maintain a professional attitude and be punctual and prepared for all coachings, masterclasses, and rehearsals.

LEAVE OF ABSENCE EARLY DEPARTURE
Fellows are expected to remain in Norfolk for your entire session of study. Absences, late check-ins and early check-outs are permitted only with the written approval of the Director.

RECORDING | PHOTO RELEASE AGREEMENT
Fellows consent to participate in School and Festival audio and video recordings and photographs without compensation.

Recordings are for archival or promotional purposes and will be sold at cost only to YSM / NCMF Fellows, Faculty and Staff. All Norfolk Festival concerts are streamed live.

YSM / NCMF reserves the right at its sole discretion to distribute recordings for public relations, grants, applications and donor cultivation, or post on our website streaming audio or video and / or podcasts without compensation to the artists.)

CHECK-OUT
Failure to check-out will result in forfeiture of $50 from your $300 deposit.

Check-out is from 9:00am – 11:00am. During this time, Fellows must vacate all residences and report to Battell House. As part of the check-out process, you will complete a brief survey.

ALUMNI INFORMATION
Please let us know how your career is progressing. We would like to share your success with our patrons and alumni. Have you been offered faculty position; a position with an orchestra; placed in a competition; created an outreach project; started a new musical organization? We want to hear it all. Send your information to us at norfolk@yale.edu.
UNIVERSITY REGULATIONS

POLICIES TO PROMOTE A SAFE CAMPUS

It is University policy that:

Access to the University’s property is limited to members of the University community and their guests and invitees, and to those authorized to be on campus property.

All students, staff and faculty on or in the vicinity of the campus must present a valid Norfolk ID card at the request of any University official.

The University reserves the right to enter and inspect its property and work areas.

PROHIBITION OF WEAPONS

The University specifically prohibits the possession of weapons by any faculty or staff member, student, or visitor while on or in the vicinity of University-owned or controlled property, whether or not the owner is licensed to carry such weapon. This ban includes keeping a weapon or transporting it to another location.

With the exception of the University Police, employees are prohibited from carrying a weapon while performing services for the University on or off University premises. Other law enforcement professionals must have the permission of the University Police to carry weapons on campus.

Weapons may include, but are not limited to, guns, ammunition, knives, explosives and the like, crossbows, swords, or similar items with the potential to inflict physical harm. Included are disarmed weapons and simulated weapons which could reasonably cause apprehension.

Possession of unlicensed or illegal weapons at any location may be grounds for discipline. Appropriate disciplinary action, up to and including termination or expulsion in the case of a student, and/or criminal proceedings will be taken against persons who violate this policy.

Source:
your.yale.edu/policies-procedures/policies/hr-campus-and-workplace-violence-prevention-policy
Yale University is committed to basing judgments concerning the admission, education, and employment of individuals upon their qualifications and abilities and affirmatively seeks to attract to its faculty, staff, and student body qualified persons of diverse backgrounds.

In accordance with this policy and as delineated by federal and Connecticut law, Yale does not discriminate in admissions, educational programs, or employment against any individual on account of that individual’s sex, race, color, religion, age, disability, status as a protected veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression.

University policy is committed to affirmative action under law in employment of women, minority group members, individuals with disabilities, and protected veterans.

Inquiries concerning these policies may be referred to Valarie Stanley, Director of the Office for Equal Opportunity Programs, 221 Whitney Avenue, 3rd Floor, 203.432.0849.

Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Questions regarding Title IX may be referred to the University's Title IX Coordinator, Stephanie Spangler, at 203.432.4446 or at titleix@yale.edu, or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, phone 617.289.0111, fax 617.289.0150, TDD 800.877.8339, or ocr.boston@ed.gov.

Source:
yale.edu/nondiscrimination

For additional information:
yale.edu/equalopportunity.
THE FESTIVAL GROUNDS

P- Parking
NORFOLK, CONNECTICUT