

# Pratt School of Engineering Event Space Reservation Policy

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# **Duke Pratt School of Engineering**

## **Event Space Reservation Policy**

The Pratt School of Engineering is committed to the use and maintenance of its Event Spaces which will contribute to a comfortable and conducive educational and work experience. These spaces include Schiciano Auditorium, Pre-function (auditorium lobby), Fitzpatrick Center Atrium, 1441 FCIEMAS, 115 Teer Auditorium, 203 Teer Lecture Hall and 2nd Floor Teer Lobby.

Due to the high volume of demand for these spaces priority is assigned to departments and programs normally involved in the use of these spaces on a daily basis within the Pratt School of Engineering, followed by University Administration, Duke University Hospital Administration, and other schools and programs within Duke.

The Event Spaces are available for use by non-Duke clients for programs and activities compatible with, or that enhance, the mission of the Pratt School of Engineering and Duke University. Every Event Space User is required to comply with the rules and regulations outlined in this document.

### **1.0 Policy Statement**

The purpose of this policy is to provide guidelines for making agreements for the use of Event Spaces as well as to ensure proper use of the area and to encourage a smooth reservation system.

Event reservations must be submitted through Duke's 25Live calendar system. Final approval is made by the Calendar Administrators in the Engineering Dean's Office (EDO). Users are required to state the purpose of their reservation, outline the subject matter of the event, and include detailed information about the event and their space needs.

Users must be members of Duke University or Duke University Hospital System community and will maintain responsibility for the actions of all persons using Event Spaces as part of their event. Non-Duke events, sponsored by a member of the campus community, may use the Event Spaces at the discretion of the EDO.

### **1.1 Schiciano Auditorium Space Priority**

- 1.1.1 Classes requiring more seating than is available in other classrooms or requiring technology which is not available in other classrooms.
- 1.1.2 Events involving Pratt students and/or faculty hosting prominent outside speakers which provide visibility for Pratt.
- 1.1.3 Duke academic events involving Pratt students and/or faculty.
- 1.1.4 Social events for the Pratt School of Engineering.
- 1.1.5 Social events for other schools or students groups within Duke.

### **1.2 Engineering Dean's Office Right to Refuse or Cancel Bookings**

The EDO reserves the right to deny or cancel any booking that conflicts with the priorities established in Paragraph 1.1 or which in the opinion of the EDO conflicts with Pratt or Duke's missions and/or policies, whose function is not suitable for the requested space, or

which may be unlawful, present a risk to public safety or persons using the facility, or be contrary to public policy. Refusals and cancellations are final.

## 2.0 Event Types

### 2.1 Pratt Event

Any event sponsored by the Pratt School of Engineering intended for use by members of the campus community. These events will involve participation by the host department or program and should contribute to the department or program's mission.

### 2.2 Non-Pratt Event

Any event sponsored by Duke University departments or organizations or the Duke University Medical Center intended for use by members of the campus community. These events will involve participation by the host department or organization and should contribute to the department's or organization's mission.

### 2.3 Non-Duke Event

Non-Duke indicates any event that does not have a majority of Duke University members in attendance. This event must be sponsored by a Duke University department. Rental fees will apply dependent on the details of the event and its sponsorship. Acceptance or denial of non-Duke event requests is at the discretion of the EDO.

## 3.0 Event Space Descriptions and Restrictions

### 3.1 Schiciano Auditorium

- Fixed furniture, tiered classroom style with a dividing wall; Side A has fixed podium
- Capacity:
  - 103 in Side A (FCIEMAS 1464)
  - 103 in Side B (FCIEMAS 1466)
  - 206 in Sides A&B (FCIEMAS CONFAB)
- Available equipment:
  - Computer
  - DVD
  - VCR
  - Projector
  - Document Camera
  - Smart Board
  - Video recording of event
  - All seats have power outlets and gigabit networking
  - Duke Wireless (registration required) is available
- Food and drink are **not permitted** with the exception of water for presenters.

### 3.2 Pre-function (auditorium lobby)

- Located outside of Schiciano Auditorium, used as an overflow/supplemental space for both the Auditorium and Atrium.

- Capacity will depend on type of event:
  - 100 people standing
  - 80 people seated
- Food and drink are permitted.
- Available equipment:
  - Two plasma screens
- **No rentals are provided for this space.** All rental needs should be handled by an appointed caterer or rental company.

PLEASE NOTE: *This is a public access space and cannot be completely closed off during events.*

### 3.3 Fitzpatrick Center Atrium

- Open space around the grand staircase in FCIEMAS; 2nd and 3rd floors are only available for Pratt Events.
- Capacity will depend on type of event:
  - 250 people standing
  - 160 people seated
- Food and drink are permitted.
- **No rentals are provided for this space.** All rental needs should be handled by an appointed caterer or rental company.

PLEASE NOTE: *This is a public access space and cannot be completely closed off during events.*

### 3.4 FCIEMAS 1441 Video Conference Room

- Moveable seating around a U-shaped conference table.
- Capacity:
  - 23 people
- Food and drink are permitted.
- Available equipment:
  - Computer
  - DVD
  - VCR
  - Projector
  - Document Camera
  - Smart Board
  - Video recording of event
  - All seats have power outlets and gigabit networking
  - Duke Wireless (registration required) is available

### 3.5 115 Teer Auditorium

- Fixed seating, tiered classroom style
- Capacity:
  - 50 people
- Food and drink are **not permitted** with the exception of water for presenters.
- Available equipment:

- Computer
- DVD
- VCR
- Projector
- Document Camera
- Smart Board
- Video recording of event
- All seats have power outlets and gigabit networking
- Duke Wireless (registration required) is available

### 3.6 203 Teer Lecture Hall

- Fixed seating, classroom style, non-tiered, raised stage
- Capacity:
  - 118 people
- Food and drink are permitted.
- Available equipment:
  - Computer
  - DVD
  - VCR
  - Projector
  - Duke Wireless (registration required) is available

### 3.7 2nd Floor Teer Lobby

- Located outside of 203 Teer Lecture Hall
- Moveable couch/chair seating and end tables; there are two 8' tables which move between the lecture hall and lobby
- Capacity (standing room only):
  - 40 people
- Food and drink are permitted.

### 3.8 Physical Space Restrictions

- All rooms must be restored to their original condition after an event; it is up to each User to make sure that the room is cleaned and ready for the next person using it (see Housekeeping below).
- **Nothing** is to be adhered or attached to the walls or columns in any of the Event Spaces for any reason.
- Use of balloons in the Atrium is not permitted.
- Use of candles or open flames in Event Spaces is not permitted without expressed written consent of the EDO.
- Payment for repairs or restoration to Event Spaces for any damages caused during an event will be the responsibility of the User. The User will be provided with copies of any invoices for those repairs or restorations.

## 4.0 Submitting Reservation Requests

All reservation requests must be submitted through the Duke 25Live system (<https://25live.collegenet.com/duke>).

Reservation requests can be submitted any time for an event BUT any requests made for events that take place Monday through Friday during the Fall or Spring academic semesters will not be processed until classes for the requested semester have been scheduled and posted.

Once the classroom schedule is completed, Event Space requests will be addressed in the order in which they were received – all requests are handled on a first come, first serve basis.

No event is considered confirmed on the calendar until the Calendar Administrators have processed and approved the request. It is up to the discretion of the EDO to place a hold for an event on the calendar.

## 5.0 Event Related Services

### 5.1 Space Access

- Normal building access hours are Monday through Friday, 7:00 am-7:00 pm.
- It is the User's responsibility to identify times they need access to a facility, including set-up and take down time.
- For scheduled events taking place outside normal access hours or on the weekends, the Calendar Administrators will then notify Facilities to ensure that building doors are unlocked and accessible.

### 5.2 Housekeeping

- It is the responsibility of the User to see that the facilities are returned to their original state after the event and that all trash is properly disposed.
- Arrangements for immediate clean-up following events involving food and beverage must be made with FCIEMAS Housekeeping (668-6779).
- The User is responsible for all FMS charges in conjunction with clean-up, including any overtime or surcharges incurred if clean-up time occurs outside of the FMS normal operating hours.
- Failure to have all areas cleaned and catering equipment removed immediately after the event may result in the denial of future requests to use the facility.

### 5.3 Catering Services & Rentals

- Catering is to be arranged through any University-preferred catering service.
- There are no rentals provided for the Event Spaces by the Pratt School of Engineering. Rentals should be arranged through the designated catering service or a rental company.
- It is the responsibility of the User to see that the area is returned to its original state after the event and that all trash has been bagged and is easily accessible for daily removal.
- If rentals are to be left overnight for next day or delayed pick-up, the User must clear this with the Calendar Administrator in case of scheduling conflicts. The User is responsible for any expenses associated with overnight or delayed pick-up.
- **Please be aware that the Pre-function and Atrium are public access spaces and the Pratt School of Engineering is not liable for lost or damaged rental property.**

## 5.4 AV /Tech Support

Schiciano Auditorium, 1441 FCIEMAS, 115 Teer, and 203 Teer are outfitted with state-of-the-art equipment.

- If unfamiliar with the AV equipment in these Event Spaces, it is the responsibility of the User to arrange a basic training session with Pratt IT Services (660-5400 or [support@pratt.duke.edu](mailto:support@pratt.duke.edu)) **no less than 3 days prior to the event.**
- If an event requires a technician be present, contact:
  - For Pratt Events, John Vincent ([john.vincent@duke.edu](mailto:john.vincent@duke.edu))
  - For non-Pratt and non-Duke Events, contact Duke Tech Services (<http://auxweb.auxserv.duke.edu/technical/>). Instructional technology charges are the responsibility of the User.
- It is the responsibility of the User using the standard equipment in these Event Space to completely shutdown the system, screens, projections, and microphones upon conclusion of the event.

## 5.5 Liability

Event sponsors are responsible for ensuring that the Event Spaces are not damaged during the course of the event. After events, the Event Spaces will be monitored to ensure cleanliness and adherence to the policy and procedures defined in this publication.

- The Event Spaces are used at the Users own risk.
- The Pratt School of Engineering or University is not responsible for damage to or loss of personal effects or equipment, nor injury to User or any persons in attendance at any event organized by non-Duke Users.
- Any damage to equipment or property as a result of the User will be the sole responsibility of the User and will be charged for repairs or replacements.

## 5.6 Smoking

Smoking is not permitted anywhere in the buildings.

## 5.7 Alcohol Policy

All university policies regarding the use of alcohol and social host responsibility apply. In accordance with this, alcohol will only be permitted for approved social events and acknowledged by the Calendar Administrators prior to the event.

- Any individual hosting an event where alcohol is served is assuming considerable risk and may only do so as an approved social host. Prior approval must be received from the Calendar Administrators and proper university documentation provided.
- In all cases where alcohol is available at a social event, the host of the event must ensure that all alcohol use is legal and responsible.
- **Alcohol for purchase (cash bar) is prohibited.**
- An approved social host wishing to have alcohol served to guests may do so only through a caterer. All bartending costs are the responsibility of the User. **Under no circumstances will individuals be allowed to directly provide or serve alcohol.**

## 5.8 Security

Security can be arranged through the Campus Security Office (684-4115) and any additional coordination and/or security costs will be the responsibility of the User.

## 5.9 Parking

Parking arrangements are the responsibility of the User. Guest parking can be arranged through Campus Parking Services (684-7275).

## 6.0 Non-Duke Event Rental Fees

For the definition of “Non-Duke Event” refer to Section 2.3 above.

No rental fees will be charged for events hosted by any school, department or institute at Duke University. **All non-Duke events requests** will adhere to the following reservation fee schedule:

SPACE	Non-Duke Rental Fee
Schiciano Auditorium (Sides A&B)	\$100 per hour (2-hour minimum)
Schiciano Auditorium (Side A)	\$50 per hour (2-hour minimum)
Schiciano Auditorium (Side B)	\$50 per hour (2-hour minimum)
Pre-function*	no charge
Atrium	\$100 per hour (2-hour minimum)
FCIEMAS 1441 (Video Conf Room)	\$50 per hour (2-hour minimum)
115 Teer Auditorium	\$50 per hour (2-hour minimum)
203 Teer Lecture Hall	\$50 per hour (2-hour minimum)

\* The Pre-function is used as overflow/supplemental space for both Schiciano Auditorium and the Atrium.

## 6.1 Contract and Payment

Once a request has been approved, a confirmation email and contract for the space will be sent out. The contract is to be signed and returned to the address provided with payment in full in order to secure the reservation. Checks should be made out to “Pratt School of Engineering – Duke University.”

## 6.2 Cancellation by User

- If cancellation notice is sent to the Calendar Administrators on or before the “no later than” date on the signed contract, the full rental fee is refunded.
- If cancellation notice is sent after the “no later than” date on the signed contract *and* more than 48 hours prior to the event, 50% of the rental fee will be refunded.
- If the cancellation notice is sent 48 hours or less prior to the event, there will be no refund.



**PLEASE NOTE: *The fees listed above do NOT include charges for any additional contracted services such as AV, catering, rentals, and/or housekeeping.***

### **6.3 Room Reservation Agreements**

Each User must review and adhere to the following terms and conditions.

#### **6.3.1 Copyrights and Trademarks**

The User is solely responsible for obtaining all licenses with the regard to the use of copyrighted music, dramatic or other works in the rooms or facilities and the User shall immediately pay when due any and all royalties, fees and costs arising from the use of such works and from the use of any patented, trademarked, or franchised articles, devices, or processes in or on the rooms or facilities.

#### **6.3.2 University Trademarks**

The use of all University trademarks, trade names, logos, designs, symbols and service marks belonging to the University is the responsibility of the User to obtain in advance from the University.

#### **6.3.3 Advertising**

Non-Duke Users must not imply an association with the University except for the purpose of describing the location of the event.

#### **6.3.4 Cancellation of Booking by User**

Cancellations of room reservations are handled by contacting the Calendar Administrator at [prattspaces@duke.edu](mailto:prattspaces@duke.edu). Failure to notify the Calendar Administrator of an event cancellation may result in the loss of future reservation privileges.

A booking may only be cancelled by giving notice in writing to the Calendar Administrators and the User remains liable for any fees.

The User is responsible for cancellation of any other services related to their event such as catering, instructional technology, facility management services, security, and so forth.