

## **Pratt School of Engineering Space Reservation Policy and Procedures**

The Pratt School of Engineering is committed to the use and maintenance of Schiciano Auditorium, Pre-function and/or Atrium which will contribute to a comfortable and conducive educational and work experience. The auditorium Pre-function and/or Atrium is located on the first floor of the Fitzpatrick Center south located at 101 Science Drive, Durham, NC.

The demand for the use of the auditorium, pre-function and/or atrium necessitates the adoption of a schedule for the facility over the course of the calendar year. Priority will be assigned to departments and programs normally involved in the use of these facilities 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 University.

The facilities will also be made available to those organizations on a rental basis for purposes that are compatible with, or enhance the mission of the Pratt School of Engineering and the University. All users will 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 Schiciano Auditorium, Pre-function and/or Atrium space as well as to ensure proper use of the area and to encourage a smooth reservation system. Event reservations must be made through the Associate Dean of Finance and Operations office at the Pratt School of Engineering in coordination with the Dean's Office.

Event sponsors must be members of the Pratt School of Engineering, Duke University or Duke University Hospital System community and will maintain responsibility for the actions of all persons using Schiciano Auditorium as part of their event. Non-University events, sponsored by a member of the campus community, may be hosted at the discretion of the Dean of Engineering or Dean's designee.

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

##### **Priority 1**

Pratt School of Engineering educational or programmatic needs or official University functions required by the President or Provost of the University and or the Chancellor for Health Affairs;

##### **Priority II**

Duke University or Duke Health System educational or programmatic needs;

##### **Priority III**

Non-University activities sponsored by a University School or Administrative unit.

#### **1.2 Pratt School of Engineering's Right to Refuse or Cancel Bookings**

The Dean of the Pratt School of Engineering or Dean's designee reserves the right to deny any and all privileges or cancel any booking that conflicts with the priorities established in paragraph 1.1 of this Policy, or where, in the opinion of the Pratt School of Engineering or University Administration, the booking conflicts with the mission and/or policies, the

function is not suitable for the requested space, or the proposed events may be unlawful, present a risk to public safety or persons using the facility, or be contrary to public policy. Such bookings will be cancelled, subject to the return of the deposit. Users of the space are required to state the purpose of the rental, outline the subject matter of the event, and include as detail information of the event.

Refusals and cancellations are final. Where a booking is cancelled, any deposit that has been paid will be refunded. Policies and procedures will be monitored on a regular basis and/or updated based upon operational experiences.

## 2.0 Facility Use

For the purpose of this facility, the following definitions apply:

### 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 of program's mission.

### 2.2 University Event

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

### 2.3 Non-University Event

Any event that does not have a majority of Duke University members in attendance. This event must be sponsored by a Duke University department. **The scheduling of non-university events is at the discretion of the Dean of the Pratt School of Engineering or Dean's designee.**

## 3.0 Auditorium Description

This is the buildings executive multipurpose center.

- The auditorium can accommodate up to 206 people auditorium style, using existing furniture; the auditorium can be sectioned off into 2 areas: side A (room 1464; can accommodate 103 people) or side B (room 1466; can accommodate 103 people)
- Food and drink are **prohibited** in this auditorium with the exception of water for presenters.

### 3.1 Equipment Available

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

## 4.0 Requesting Reservations and Contact Information

Reservations are accepted up to six months in advance of the date requested, some exceptions will be made for Pratt events (with approval of the Dean or designee) e.g. graduation.

Only reservations for confirmed events will be placed on the calendar. Dates will not be put on hold status on the calendar for any department unless instructed at the discretion of the Dean or Dean's designee.

To secure a reservation, please submit a Reservation Request Form to the Space Reservation Coordinator at <http://www.pratt.duke.edu/reserve/>. All requests must be completed in full and include a cost center/fund code or deposit. (see Section 5.0 on Reservation Fees). Questions about availability or use of the facilities can be answered by Pratt School of Engineering Space Reservation Coordinator at [klkay@duke.edu](mailto:klkay@duke.edu) or (919) 660-5347. Formal confirmation and contract will be provided via email within one week of submission.

All reservations are handled on a first-come, first-served basis. Confirmed reservations will not be cancelled to accommodate another department's request for the same date. No sponsor may transfer its reservation to another organization or department without prior authorization, nor use the space for any other purpose than what was originally approved. In order to facilitate the planning of events as efficiently as possible, all reservation requests should be made as early as possible.

Cancellations of room reservations are handled by contacting the Space Reservation Coordinator at [klkay@duke.edu](mailto:klkay@duke.edu) or (919) 660-5263. Failure to notify the Associate Dean of Finance and Operations office of an event cancellation may result in the loss of future reservation privileges. The event sponsor is also responsible for cancellation of any other services rendered, i.e. catering, instructional technology, facility management services, security, etc.

If needed a pre-production meeting should be scheduled with Director, Pratt Facility and/or Duke Technical Services, (919) 660-1732 or <http://auxweb.auxserv.duke.edu/technical/> at least 5 days prior to the scheduled event.

## 5.0 Reservation Fees

No reservation fees will be charged for Pratt School of Engineering Events. All other events will adhere to the following reservation fee schedule. Separate room fees will be applied for normal in session hours and non-session hours:

### 5.1 Normal Session Hours

Defined as when the University is in session between the hours of 8:00am and 5:00pm.

- Minimum 4 hour fee of \$400 includes entire auditorium, (one side of the auditorium will require a fee of \$200). Full day charge of \$800 includes entire auditorium (one side of the auditorium will require a fee of \$400).
- Atrium fee is \$400 for a minimum of four hours.
- Up-front 50% non-refundable deposit applied to the appropriate cost center/fund code or cash deposit will be required to confirm reservation.

## 5.2 Non-Session Hours

Defined as after 5:00 pm during normal sessions, holiday/student breaks, weekends and summers.

- Additional fees may be incurred during non-session hours, therefore, the rental fee and appropriate charges will be determined via an estimate. The prospective client will sign the estimate letter and submit a 50% non-refundable deposit to be applied to the appropriate cost center/fund code or cash deposit. At the completion of the event, actual cost incurred will be charged to the appropriate cost center/fund code.

## 5.3 Non-University Events

Provide a check for 50% of the total amount due when making the reservation and the remainder of the fee due five days prior to event. Checks should be made out to Pratt School of Engineering – Duke University.

**Note: The above fees do not include any additional services for AV, catering, and/or housekeeping.**

## 6.0 Room Reservation Agreements

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

### 6.1 Copy rights 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.

### 6.2 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 Advertising

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

### 6.4 Cancellation of Booking by User

A booking may only be cancelled by giving notice in writing to the Space Reservation Coordinator and the User remains liable for the deposit. Where notice of cancellation is not received until less than 48 hours before the event, Pratt School of Engineering is entitled to payment of the full rental charge.

## 6.5 Additional Services

Extra services are available to Users as follows:

### 6.5.1 Access and Security

The auditorium is located on the first floor of the Fitzpatrick Center south located at 101 Science Drive, Durham, NC. The auditorium is locked when not in use even though the building may be open. To gain access prior to the event a scheduled appointment must be arranged with the Associate Dean of Facilities (919) 660-5317.

- **Normal Hours Security:** The Associate Dean of Facilities will ensure the doors of the auditorium are unlocked during scheduled events.

### 6.5.2 Clean up

It is the responsibility of the hosting organization to see that the facilities are returned to their original state after the event and that all trash is properly disposed. **Food and drinks are prohibited in the auditorium. Violation of this policy could lead to future denial of rental space.**

- Arrangements for immediate clean-up after prior approved events involving food and beverage must be made with Facilities Management Services at 660-4265 or FCIEMAS Housekeeping at 668-6779. The Hosting Organization is responsible for all FMS charges in conjunction with clean up. Should clean up occur outside of the normal operating hours, for FMS, an overtime/surcharge may be incurred and will be charged as an additional expense.
- Failure to have all areas cleaned and catering equipment removed immediately after the event may result in the denial of future requests to use this facility. Expense associated will be charged directly to the applicable cost center/fund code.

### 6.5.3 Catering Services

Catering can be arranged through University Catering at 660-3904 or through other outside preferred catering services.

- Catering services must be approved by the auditorium consultant or Dean's designee prior to the event. Food and beverages may only be served in the prefunction area immediately outside the auditorium.
- **All food and drink are prohibited inside the auditorium without exception.**
- It is the responsibility of the event sponsor 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.

### 6.5.4 Auditorium equipment

Schiciano Auditorium is equipped with state of the art equipment.

- If not familiar with the audio visual equipment, it is the responsibility of the hosting organization to arrange for basic training with the Pratt IT Services

(919-660-5400 or support@pratt.duke.edu) no less than three days prior to the event.

- If an event requires a technician present, instructional Technology charges are the responsibility of the hosting organization. Duke Technical Services, (919) 660-1732 or <http://auxweb.auxserv.duke.edu/technical/>
- It is the responsibility of the hosting organization using the standard auditorium equipment to completely shutdown the system, screens, projections, and microphones upon conclusion of the event.

### **6.5.5 Liability**

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

- The associated auditorium space is used at the sponsors 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-University users.
- Any damage to equipment or property as a result of the User/s will be the sole responsibility of the event sponsor and charged directly to the cost center/fund code.

### **6.5.6 Smoking and Alcohol Policy**

- Smoking is not permitted anywhere in the building.
- 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 auditorium coordinator 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 auditorium coordinator after proper university documentation is provided to the auditorium coordinator.
- Any additional coordination and/or security costs will be the responsibility of the event host.
- 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. Under no circumstances will individuals be allowed to directly provide or serve alcohol.
- All security costs and bartending costs are the responsibility of the hosting organization. Security can be arranged through the Campus Security Office at 684-4115.

### **6.5.7 Parking**

- Parking arrangements are the responsibility of the event sponsor. Guest parking can be arranged through Campus Parking Services at 684-7275.
- For catering parking needs please contact the Space Reservation Coordinator at [klkay@duke.edu](mailto:klkay@duke.edu) or (919) 660-5263.