

MEMORANDUM

TO: Pratt Faculty and Staff

FROM: Jeffrey T. Glass, Sr. Associate Dean, Pratt School of Engineering

DATE: January 2009

SUBJECT: Assignment of Auditorium and Event Space

The purpose of this memo is to describe the process we have adopted for assigning Schiciano Auditorium, the Pre-function, and the Atrium, given the high demand for these spaces. We are also requesting, for purposes of avoiding event conflicts, that Pratt groups now reserve use of the Pratt Plaza (green space between FCIEMAS and Hudson Hall) and the 2nd and 3rd floors of the Atrium by going through the online reservation process www.pratt.duke.edu/reserve-SCHN

If you have any suggestions or modifications to these processes, please let me know. I am sure it is not perfect and will need to evolve as we utilize it. The overriding goal regarding space assignment is to be clear, transparent, and fair, with as few case-by-case situations as possible.

- In order of priority, the utilization of space in Schiciano Auditorium is as follows:
 - For classes which require more seating than is available in other classrooms or require technology which is unavailable in other classrooms;
 - For events hosting prominent outside speakers which provide visibility for Pratt;
 - For internal academic events involving Pratt students and/or faculty;
 - For social events for the Pratt School;
 - For social events for other schools or students groups.
- Classes will not be bumped for events regardless of the event. This is consistent with requirements in the faculty handbook.¹ The exception being that if and when a request comes from the Office of the Dean, the President, or the Provost we will respond as required at that time.
- We will hold times for departmental and center seminars using the normal class scheduling process.
- By scheduling classes as efficiently as possible, we will make every effort to keep at least part of the auditorium available on one to two days per week for non-class events. We plan to publish the available days for the following semester as soon as that semester's classes have been scheduled and posted. Over time we hope to move to a model where

¹ This approach is supported in Appendix S of the faculty handbook: "...regularly scheduled educational programs have absolute priority of use for all facilities."

the available days of the week are consistent from year to year. We expect the renovations to Teer will be a great help in this area.

- For Spring 2009, availability for special events is as follows:
 - Schiciano Side A – after 1:00p Mondays
 - Schiciano Side B – all day Mondays and 7:00a-2:00p Fridays
 - Schiciano Sides A&B – after 1:00p on Mondays

- Teer Auditorium (Room 115) is an excellent space for seminars of 50 people or less. It is outfitted with state-of-the-art equipment and you should be able to stay in touch with alumni by webcasting your seminar series.

- To be as efficient as possible with our space usage, we request that anyone who holds an ongoing class or seminar, please let us know when there is an open date or open week in your regular schedule klkay@duke.edu. This includes student club meetings. We ask that you let us know as soon as possible, preferably at the beginning of each semester, when the space is not going to be utilized. We reserve the right to withdraw future reservations if a group makes a reservation and then does not hold an event since this is unfair to other groups and a very inefficient use of premium space for the school.

- To reserve Schiciano Auditorium, the Pre-function, and the Atrium go to www.pratt.duke.edu/reserve-SCHN and completely fill out the reservation form. The more information we have about your event, the sooner and more effectively it will be processed. Requests are handled on a first-come, first-served basis. Please note that any requests made for the next semester (non-current semester) will be held until after classes for that next semester have been assigned and posted, usually four weeks prior to the start of the semester.

- In order to help defray costs of managing these spaces, rental fees will be charged to groups who do not have a direct affiliation with the Pratt School of Engineering. Our revised fee schedule is as follows:

SPACE	Pratt	Non-Pratt
Schiciano Auditorium (A&B)	no charge	\$100 per hour, 4 hour minimum
Schiciano Auditorium (Side A)	no charge	\$50 per hour, 4 hour minimum
Schiciano Auditorium (Side B)	no charge	\$50 per hour, 4 hour minimum
Pre-function*	no charge	no charge
Atrium	no charge	\$100 per hour, 4 hour minimum

* Because Pre-function is used as overflow/supplement space for both Schiciano and the Atrium

- To reserve the Pratt Plaza and the 2nd and/or 3rd floors of the Atrium, we ask that you also go to www.pratt.duke.edu/reserve-SCHN and completely fill out the reservation form. These spaces do not appear on the fee schedule as they will only be available to Pratt groups requesting the space.

Thank you for your help in this process. I understand that there may be some disagreement in the priorities assigned, but Schiciano Auditorium and its related spaces are primarily designated for educational purposes. This is why we need to make sure the process and policies are clear and well-defined. Social events may be held in these spaces, but we reserve the right to deny use to any groups who have not followed the policies of Duke University or the guidelines and procedures in the Pratt School of Engineering Space Reservation Policy (available online).

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