

Pratt School of Engineering Event Space Reservation Policy

The Pratt School of Engineering is committed to the use and maintenance of Schiciano Auditorium, Pre-function (auditorium lobby), and Atrium (hereafter referred to as “Event Spaces”) which will contribute to a comfortable and conducive educational and work experience. The Event Spaces are on the first floor of the Fitzpatrick Center South located at 101 Science Drive, Durham, NC.

The demand for the use of the Event Spaces necessitates the adoption of a schedule for the spaces over the course of the calendar year. Priority will be 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 University.

The Event Spaces will also be made available on a rental basis to those organizations for purposes that are compatible with, or enhance the mission of the Pratt School of Engineering and the University. Each Event Sponsor (hereafter referred to as “User”) 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 Event Spaces as well as to ensure proper use of the area and to encourage a smooth reservation system. Event reservations must be made through the Space Reservation Coordinator in the Dean’s Office at the Pratt School of Engineering.

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 Event Spaces 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 the Pratt School of Engineering or Dean’s designee.

1.1 Schiciano Auditorium Space Priority

- 1.1.1** Classes which require more seating than is available in other classrooms or require technology which is unavailable in other classrooms;
- 1.1.2** Events hosting prominent outside speakers which provide visibility for Pratt;
- 1.1.3** Internal academic events involving Pratt students and/or faculty;
- 1.1.4** Social events for the Pratt School;
- 1.1.5** Social events for other schools or students groups.

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 rental fee. 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 by the Pratt School of Engineering, any rental fee 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 or program's mission. These include:

- 2.1.1** Classes which require more seating than is available in other classrooms or require technology which is unavailable in other classrooms;
- 2.1.2** Events hosting prominent outside speakers which provide visibility for Pratt;
- 2.1.3** Internal academic events involving Pratt students and/or faculty;
- 2.1.4** Social events for the Pratt School.

2.2 Non-Pratt University Event

Any event sponsored by 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 or organization and should contribute to the department's or organization's mission.

2.3 Non-University Event

Non-University 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. *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 Event Space Descriptions

3.1 Schiciano Auditorium

This is the Fitzpatrick Center's executive multipurpose center.

- The auditorium can accommodate up to 206 people auditorium style, using existing furniture. The auditorium can be sectioned off into 2 sections: Side A (Room 1464) can accommodate 103 people and Side B (Room 1466) can accommodate 103 people.

- Food and drink are *prohibited* in this auditorium with the exception of water for presenters.
- Available equipment includes:
 - 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

3.2 Pre-function (auditorium lobby)

This is the space located just outside of Schiciano Auditorium and is used as an overflow/supplemental space for both the Auditorium and Atrium.

- There are two plasma screens in the Pre-function area which can be used to live feed events taking place in auditorium.
- Food and drink are permitted in the Pre-function.
- There are no rentals provided for the space by the Pratt School of Engineering. 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 Atrium

This is the open space surrounding the central staircase in Fitzpatrick Center South.

- The Atrium can accommodate up to 250 people standing or up to 160 people comfortably seated at tables.
- Food and drink are permitted in the Atrium.
- There are no rentals provided for the space by the Pratt School of Engineering. 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.*

4.0 Reservation Requests and Contact Information

Reservations are accepted up to six months in advance of the date requested; some exceptions will be made for Pratt events (for example, graduation) with approval of the Dean of the Pratt School of Engineering or the Dean's designee.

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 of the Pratt School of Engineering or Dean's designee.

To make a reservation, please submit a Reservation Request Form to the Space Reservation Coordinator at <http://www.pratt.duke.edu/reserve/>. For all non-Pratt requests please refer to Section 5.0 for Rental Fees. All requests must be completed in full. For questions about availability or use of the Event Spaces, contact the Pratt School of Engineering Space Reservation Coordinator at klkay@duke.edu or (919) 660-5263. Once a reservation request has been approved a formal confirmation and/or contract will be provided via email.

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 User 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.

PLEASE NOTE: *Any requests made at the end of a semester for space use during the following semester will be kept on hold until classes for the requested semester have been scheduled and posted. Once the classroom information is available, requests will then be addressed in the order in which they were received.*

5.0 Rental Fees

No rental fees will be charged for Pratt School of Engineering events. *All other events requests* will adhere to the following reservation fee schedule:

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

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

5.1 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 with a cost center/fund code or payment in order to secure the reservation. The full amount of the rental fee will be charged at the time of receipt. Checks should be made out to "Pratt School of Engineering – Duke University."

5.2 Cancellation by Event Sponsor

- If cancellation notice is sent to the Reservation Space Coordinator 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 services such as AV, catering, rentals, and/or housekeeping.*

Room Reservation Agreements

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

5.3 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.

5.4 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.

5.5 Advertising

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

5.6 Cancellation of Booking by User

Cancellations of room reservations are handled by contacting the Space Reservation Coordinator at klkay@duke.edu or (919) 660-5263. Failure to notify the Space Reservation Coordinator 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 Space Reservation Coordinator and the User remains liable for the fee. If notice of cancellation is received less than 48 hours prior to the event, the Pratt School of Engineering is entitled to full payment of the rental fee. See paragraph 5.2 for further details.

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.

5.7 Event Services

5.7.1 Access

Schiciano Auditorium is locked when not in use even though the building may be open. During normal session hours (Monday through Friday, between 8:00 am and 5:00 pm), the Associate Dean for Facilities and Infrastructure will ensure the doors of the auditorium are unlocked during scheduled events.

For events which take place after normal session hours (post-5:00 pm, holidays, student breaks, weekends, and summers), a scheduled appointment must be arranged with the Associate Dean for Facilities and Infrastructure (660-5317) to ensure auditorium and building access.

5.7.2 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. ***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 following events involving food and beverage must be made with Facilities Management Services (660-4265) or 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 this facility. Expense associated will be charged directly to the applicable cost center/fund code.

5.7.3 Catering Services & Rentals

Catering can be arranged through University Catering (660-3904) or other University-preferred catering services. 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.

- Catering services must be approved by the Dean's designee prior to the event. Food and beverages may only be served in the Pre-function and Atrium.
- ***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.
- If rentals are to be left overnight for next day or delayed pick-up, it is up to the User to notify the Space Reservation Coordinator 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.***

5.7.4 Auditorium Equipment

Schiciano Auditorium is outfitted with state-of-the-art equipment.

- If unfamiliar with the AV equipment in the auditorium, it is the responsibility of the User to arrange a basic training session with Pratt IT Services (660-5400 or support@pratt.duke.edu) ***no less than three days prior to the event.***
- If an event requires a technician be present, contact Duke Technical Services (660-1732 or <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 auditorium equipment to completely shutdown the system, screens, projections, and microphones upon conclusion of the event.

5.7.5 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 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 User and charged directly to the cost center/fund code.

5.7.6 Smoking/Alcohol Policy and Security

- 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 Space Reservation 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 Space Reservation Coordinator after proper university documentation is 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. ***Under no circumstances will individuals be allowed to directly provide or serve alcohol.*** All bartending costs are the responsibility of the User.
- Security can be arranged through the Campus Security Office (684-4115).
- Any additional coordination and/or security costs will be the responsibility of the User.

5.7.7 Parking

- Parking arrangements are the responsibility of the User. Guest parking can be arranged through Campus Parking Services (684-7275).
- For catering parking needs, please contact the Space Reservation Coordinator (klkay@duke.edu or 660-5263).