

FRENCH FAMILY SCIENCE CENTER SPACE RESERVATION POLICY AND PROCEDURES

The Departments of Biology, Chemistry and Physics are committed to the use and maintenance of the French Family Science Center Atrium and outside terrace which will contribute to a comfortable and conducive educational and work experience. The Atrium and outside terrace are located at the second floor level of the French Family Science Center located at 124 Science Drive, Durham, NC.

The demand for the use of these areas necessitates scheduling 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 FFSC.

The facilities will also be made available to Duke University organizations for purposes that are compatible with or enhance the mission of the University. All users must comply with the rules and regulations outlined in this document.

Event reservations must be made through the Department of Chemistry. Please submit the reservation request form electronically along with the completed housekeeping request signed by the **Sr. Supervisor, Spencer Harris (spencer.a.harris@duke.edu)** to **Sherry Ashley** (sherry.ashley@duke.edu). A Reservation Request Form (attached) must be completed and returned and include the purpose of the event, outline the subject matter of the event, and give detailed information of the event with the number of people expected to attend. Requests for reservations will be considered on a first-come, first-served basis. Reservations are not confirmed until the Administrative Manager of the Department of Chemistry has approved the reservation and a copy of an IR to Housekeeping Services has been received.

Organizations requesting reservations must have a Duke departmental sponsor and the sponsoring department must request the reservation. The sponsoring department will maintain responsibility for the actions of all persons using the requested space and must supply a fund code for charges in case of damages.

Reservations may be made up to 3 months in advance of the date of the event. Any exceptions to this policy must be made by the Administrative Manager of the Department of Chemistry. All events must conclude by 12 midnight.

The Administrative Manager of the Department of Chemistry reserves the right to deny any and all privileges or cancel any booking that conflicts with the mission and/or policies, is not suitable for the requested space, is unlawful, presents a risk to public safety or persons using the facility, or be contrary to public policy. Reservations may not be transferred to another group.

Refusals and cancellations are final. Policies and procedures will be monitored on a regular basis and/or updated based upon operational experiences.

The Atrium area fire code occupancy limit is 250 people; the outside terrace may be used for up to 100 people. The Atrium is a fire egress for a large portion of the building and

cannot be blocked by tables and chairs under any circumstances. There is some built-in seating in all areas, however, extra tables and chairs are not provided for events. Events are to be confined to the space reserved. Under no circumstances should an event spill over into other areas of the building.

CANCELLATIONS:

A reservation should be cancelled by giving notice in writing to the Department of Chemistry Administrative Office located in 3236C FFSC (Sherry Ashley, sherry.ashley@duke.edu).

RECYCLING:

In an effort to comply with the University's commitment to recycle we are requiring all users of the FFSC to plan for recycling during their event. By initialing this policy document and signing the reservation request your group agrees to recycle during your event. Failure to do so could result in loss of reservation privileges.

There are several options available for recycling. The first is to do it yourself by using plastic garbage bags and disposing of them on the loading dock to FFSC. Secondly you can rent a bin from Duke Recycles that they will deliver the day of your event and pick up with the contents the following day. The last option is to buy a bin from Duke Recycles. This is a nice white cardboard bin with the Duke Crest printed on the side and a lid that fits securely on the top, printed with the Duke Recycles logo, and wording directing attendees to recycle. For this option there is a one-time fee but you can keep the bin for later events if you desire. You will also be provided with 2 clear bin liners per bin you order. For future events you can order additional clear recycling can liners if you wish. This option is less expensive but in return Duke Recycles will not come and clean up the material. You will be required to remove the bag(s) of recycling and place them in the permanent recycling bins on the loading dock of French Science. Also, if you decide the bin is too damaged for future use or you do not want to keep it, you can also break down the box and leave it on the dock to be collected for recycling. The number for Duke Recycles is 660-1448.

CLEANUP:

Arrangements for immediate clean-up after prior approved events must be made with **Sr. Supervisor, Spencer Harris** (spencer.a.harris@duke.edu) A copy of the signed housekeeping contract and reservation request must be submitted to the Administrative Manager for approval before the requested event reservation is finalized. The Hosting Organization is responsible for all charges in conjunction with clean up. Should clean up occur outside of normal operating hours an overtime/surcharge may be incurred and will be charged as an additional expense.

Any accident involving broken glass must be cleaned up immediately and the Housekeeping employee assigned to clean up after the event must be notified of the location of the occurrence.

All areas must be cleaned and catering equipment removed immediately after the event. Failure to do so may result in the denial of future requests to use this facility. Expenses

associated will be charged directly to the applicable cost center/fund code.

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 removed from the building.

LIABILITY:

The associated space is used at the sponsor's own risk. The French Family Science Center is an active research facility, 24 hours a day, seven days a week.

The Departments of Biology, Chemistry and Physics or Duke University are not responsible for damage to or loss of personal effects or equipment, nor injury to User(s) or any persons in attendance at any event.

Event sponsors are responsible for ensuring that the facilities of French Family Science Center are not damaged during the course of the event. After events, the area will be monitored to ensure cleanliness and adherence to the policy and procedures defined in this policy. Any damage to equipment or property as a result of use will be the sole responsibility of the event sponsor and charged directly to the cost center/fund code. Charges will be assessed to the event sponsor as follows:

- Costs of repairing and/or replacing damaged or stolen equipment and/or furniture
- Costs of restoring the physical facility (lights, walls, windows, etc.) to its original condition

SMOKING:

Smoking is not permitted.

ALCOHOL POLICY:

Refer to and comply with the Duke Community Standard in Practice: A Guide for Undergraduates, beginning on Page 22, located at the following URL:
<http://registrar.duke.edu/university-bulletins/duke-community-standard-practice-guide-undergraduates>.

All university policies regarding the use of alcohol and requirements for social hosting must be followed. In accordance with this, alcohol will only be permitted for approved social events and acknowledged by the 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 Chemistry Administrative Manager after proper university documentation is provided.

Bartending costs are the responsibility of the hosting organization.

PARKING/SECURITY:

Parking arrangements are the responsibility of the event sponsor. Guest parking can be arranged through Campus Parking Services at 684-7275.

All security costs are the responsibility of the hosting organization. Security can be arranged through the Campus Security Office at 684-4115.

**RESERVATION REQUEST FRENCH
FAMILY SCIENCE CENTER ATRIUM
AND FRONT LAWN**

NOTE: This facility is an active research building 24 hours a day/seven days a week. Your signature below indicates your acceptance that space is used at the User's own risk. The Departments of Biology, Chemistry, Physics and Duke University are not responsible for damage to or loss of personal effects or equipment, nor injury to User(s) or any persons in attendance at any event.

Contact: Sherry Ashley, Dept of Chemistry, 660-1512, sherry.ashley@duke.edu

Requester's Name: _____

Phone Number: _____

Department: _____

Fund Code: _____

Responsible Duke Staff/

Faculty Member: Name: _____

Signature: _____

Title: _____

Person in Charge: Name: _____

Signature: _____

Title: _____

Phone Number: _____

Type of Event and # of guests expected: _____

Date Requested: ____/____/____

Time Period: _____ *(Include time for set up and breakdown)*

Will beverage be served? _____ **Alcoholic beverages?** _____

Will food be served? _____ **Will PA system or stereo system be used?** _____

Additional Information: _____

Approved: _____ **Not approved:** _____

Administrative Manager (Chemistry)

DUKE UNIVERSITY
Durham, North Carolina 27705

University Housekeeping
Telephone: (919) 613-6528
3523 Hillsborough Road, Box 90907

Description of Special Request/Events: _____

Date of Event: _____

Name of Event: _____

Start and End Time of Event: (Start) _____ (End) _____

Responsible Person: _____

Phone#: _____

Fund Code for Housekeeping Charges: _____

Signature of Responsible Party: _____

Areas and time schedule for use *(include room numbers or name and times of actual use):*

Services provided *(identify any special housekeeping services and include how many hours housekeeping is needed and how many extra trash cans will be needed in the area):*

Please attach an IR for coverage cost at rate of \$33.00 per hour. A ten day notice is required for services.

PLEASE NOTE THERE IS A MINIMUM OF 2 HOURS FOR HOUSEKEEPING SERVICES.

Approval Signature: _____ Date: _____

Spencer Harris, Housekeeping Supervisor Sr.
Phone: 919-668-0744
Spencer.a.harris@duke.edu