

WOMEN'S DUKE STUDIES

USAGE GUIDELINES FOR THE EAST DUKE PARLORS

The East Duke Parlors are maintained by the University and the Women's College alumnae for use by Duke academic groups. There is a \$100 per usage fee. Please transfer the funds via SAP. Reservations are made through Cassandra Harris in the Women's Studies office. The usage fee will be waived for affiliated faculty.

The following guidelines are to be followed by those reserving the East Duke Parlors. Failure to follow all of the guidelines will result in loss of reservation privileges.

MAKING RESERVATIONS

In order to make reservations please call between 9:00 am and 5:00 p.m. in the Women's Studies office at 684-5683 as soon as you know the date of your event. Your reservation will be confirmed at this time, pending receipt of the signed contract and the transfer of the \$100 usage fee.

SIGNING CONTRACT

The attached contract must be signed and returned to the Women's Studies office within three days of receiving it. The contract must be signed by a Duke faculty or staff member. A student may pick the contract up but the signature on the returned contract must be of a person who can assume financial responsibility for their unit if damages occur.

PICKING UP THE KEYS

Keys can be picked up from the front desk in the Women's Studies office at 210 East Duke Building Monday through Friday 9:00 am to 1:00 pm. Call ahead to be certain someone is available. **Users are required to sign for the keys upon pick up and also when the keys are returned.**

OPENING BUILDING

If the event is on a weekend, before 8:30 am or after 5:00 pm you must arrange to have the East Duke Building opened for you. Women's Studies is not responsible for opening the building for your program. Contact the Duke Card office to arrange this. It is preferred that you send an e-mail to dukecard@duke.edu. If you do not have e-mail, you can send your request by fax to 681-7075. The note should state the day and time you need the East Duke Building open.

HEATING AND AC

We suggest you check the temperature in the Parlors before your event because it takes about two hours for the temperature to adjust. Women's Studies is not responsible for the temperature. Contact Facilities Management at 684-2122 to arrange this.

FOOD

Food can only be served on the hallway table between the two parlors. Food is not to be taken into the Parlors. We suggest finger foods that are not likely to cause a mess. No red wine, tomato sauce or gravy, please.

TECHNICAL EQUIPMENT

Microphones, amplifiers, projectors, coffee percolators and video cameras cannot be used except by permission of the Women's Studies office. The electric system in the parlors is extremely limited

and may be dangerous to users.

RESTROOMS

There is a unisex restroom is located on the first floor.

USING THE PARLORS

- The furniture must remain the way it is found. Most of the furniture is antique and some is fragile. There are stacking chairs to use for overflow seating. Each room accommodates 35 people seated and together both rooms can handle receptions of up to 150.
- The windows in both parlors are permanently locked and cannot be opened and the sheer curtains should remain in place.
- Nothing can be placed on the walls. Do not use masking tape or any other adhesive, no matter how mild.
- Light switches are located in the doorframe outside the doors facing the main hallway. Do not switch individual lamps on and off. Once unlocked, the parlors are not to be left unattended at any time.
- For parlor usage Monday-Thursday, please carry away trash if it exceeds the trashcan's capacity. If you are using the parlors Friday, Saturday or Sunday, carry all trash to the dumpster in the parking lot on the north side of the building.
- The East Duke Building is smoke-free.

CLOSING THE PARLORS

- Restack all plastic chairs and return them to their place.
- Lock both doors. The double doors facing the smaller corridor/lobby need to be re-bolted if both of them have been opened. This task is sometimes easier with two people than with one.
- Turn off the lights from the switches in the hallway.
- Check that the south doors between the parlors are firmly closed.

RETURNING THE KEYS

The keys need to be returned the business day immediately following the event or on the first weekday immediately after the event. **They must be signed in.**

ASSUMING FINANCIAL RESPONSIBILITY

Your group will be held financially responsible for all damages made to the parlors during the event. Damages must be reported when the keys are returned. A member of the Women's Studies staff checks the parlors the day after use and bills for damages. The Women's Studies staff makes determination of damages.

IN CASE OF AN EMERGENCY AND TELEPHONES

Dial 911 or Duke Police Department at 684-2444.

FUTURE USE

The group you are representing may be refused future parlors reservations if the above conditions are not met.

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CONTRACT FOR USE OF THE EAST DUKE PARLORS

Please mail this form back to "Parlors Reservations" at Women's Studies, Box 90760 or fax to 684-4652 within three days of receiving it. Women's Studies must have this form in order to hand out the parlor keys. **When completing the JV on SAP, please charge to the following cost center: 452-0700-6972-23070.**

I agree to the terms stated regarding the use of the East Duke Parlors and by signing this contract I _____ of (*name of department/unit*) _____ am assuming financial responsibility for all damages made to the parlors to be used on _____ at _____ .

(please print)

Name and Title _____

Date Submitted _____ Department _____

Phone Number _____ E-mail _____

Fax _____

Brief Description of Program _____

Signature of Responsible Party _____

For Office Use:

Day of program - Keys picked up by _____

Key Number _____

Returned _____