THE MARY LOU WILLIAMS CENTER USAGE AGREEMENT

There is no charge for the use of The Underground Multipurpose Room or the Julian Abele Conference Room. However, fund codes are required in the event of damages or excessive housekeeping. Adhering to the following list of expectations will prevent your group from being sanctioned. Your signature on this form indicates that you have read, understood and agree to comply with these expectations:

1. If your event occurs during office hours, please stop by the main office to inform the Mary Lou Williams Center (MLWC) staff your arrival and departure.
2. If you find the hall in disarray or with damaged items, please notify the MWLC immediately. During regular business hours, report should be made in person at the main office. After hours, report can be made via email: (mlw@studentaffairs.duke.edu) or by voice mail: 684–3814.
3. The rooms may be arranged to suit your event, but must be returned to the original configuration afterwards. Be mindful of artwork that it is not disturbed.
4. During the course of your event, for your safety, please Do Not Block the Doors. They are an important means for egress. Be sure to leave a pathway for guests to enter and exit the room without disturbing your event.
5. A/V equipment is available by request. Permission to use the equipment is only given once patrons have been trained in their proper use. The MLWC forbids use of the A/V equipment without training or permission.
6. Food is allowed, but no food or food-related trash may be left in the room at the end of the event.
7. If you are using a caterer, the MLWC office staff must know the name and phone number of your caterer, what time they will arrive and what time they will pick up their equipment. If your event produces sufficient trash to fill the trashcans, you must arrange with your caterer to remove the trash and place clean bags in the empty trashcans.
8. The kitchen area is available for use by request only. Food may be stored in kitchen on the day of your event and must be removed once your event has concluded.
9. When your event is concluded, please check to make certain the room is left in order as follows:
   a. All trash (especially left over food items) has been placed in trashcans. If trashcans are full, remove trash and replace with clean bags.
   b. If used, please clean the tables. Efforts should be made to thoroughly clean any messes or spills. There should be no food debris on the carpet or floor.
   c. Return the furniture back in its original configuration and restack chairs straight.
   d. Turn off all A/V equipment. Retrieve all DVDs, etc. Close door to A/V closet.
   e. Turn off all lights.
10. A member of the MLWC staff will inspect the room(s) at the conclusion of your event. You can request this review before you leave if your event occurs during business hours. If the condition of the hall is deemed to be unsatisfactory, this information is forwarded to the Director of the MLWC. Potential sanctions for failing to respect the MLWC facilities include billing for damage or custodial services; loss of equipment use privileges and/or loss of facilities use privileges.

Organization/Dept ____________________________ Date ____________
Representative ____________________________ Date ____________

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