Duke University Women’s Center welcomes the use of our space by Duke faculty, staff and students, by Duke departments and organizations and by not-for-profit organizations not directly affiliated with Duke University. We have some minimal guidelines to which you must adhere to utilize our space. We reserve the right to screen all requests to make sure they fit these guidelines. Student groups must have an individual visit the Women’s Center office to pick up a key and make all arrangements for use of the building in person.

1. Ensure the furniture, equipment and other materials that you may use are returned to their original state and that all equipment is accounted for.
2. If any artwork, equipment, furniture or other materials displayed in the Center are broken, defaced or missing, the Department/Group will be responsible for replacement and/or insurance costs.
3. Wipe off tables, if you have drinks or food at your event. Cleaning supplies are located under the sink in the kitchen. All dishes should be washed and placed back where they were found.
4. Lights should be turned off and all doors should be locked after an event.
5. Keys that are checked out for events should be returned the morning after the event. Failure to do so may result in denial of future requests for space.

The Women’s Center staff will inform your group in writing if any furniture is not placed properly or cleaned or if any equipment or artwork is missing. The Duke department/group will be required to immediately arrange furniture and/or clean. Missing equipment or artwork will be returned by the end of the business day or a Duke Police report will be filed and the Duke department/group will be charged for the cost of replacement.

I agree to these guidelines and my department/group accepts financial responsibility for all mentioned above during my rental period.

Date: ________ DUID#_______________ Phone#:_________________________
Name (please print): ________________________________________________
Organization:_____________________ Date & Time of Use:____________
Signature:_________________________ Email:______________________

APPROVED BY:_________________________ DATE:_____________