REQUEST FOR SPACE RESERVATION FORM

Name: __________________________________________

Phone Number: ________________________________

Email Address: __________________________________

Your Status at Duke (check one) :

☐ Undergraduate Student  ☐ Teaching Assistant
☐ Graduate/Professional Student  ☐ Faculty
☐ Staff
☐ Other __________________________________________

Please indicate the space you are requesting:

☐ DUWELL Classroom (seating capacity: 20)  ☐ Oasis (Bell Tower)

Name of Event: __________________________________

Name of Organization, Group or Department Hosting Event: __________________________________

__________________________________________________

Name of Sponsor/Advisor: __________________________________

Date(s) Requested: ________________________________

Start Time: _______ AM/PM  End Time: _______ AM/PM

Admission Charged:  ☐ Yes  ☐ No

Anticipated Head Count: ___________________________

Will food/beverages be available during your event?  ☐ Yes  ☐ No

Will there be any non-Duke affiliated guests in attendance who will require building access after regular hours?  ☐ Yes  ☐ No

Please provide your Department’s Fund Code (for use only if damages or clean-up is required):

__________________________________________________

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Notice: Please be advised that by signing this form, you are accepting full financial responsibility for any damages that should occur to the Center during your event. If you require a key to access the Center after normal business hours, make sure the key is in your possession at all times. The key is not to be copied. The key MUST be returned to the Center no later than 12 Noon the following day of your event. Please make sure that any/all furniture is returned to its original location.

Signature: ____________________________ Date: ________________

Approved By: ________________________ Date: ________________
DUWELL DAMAGE CONTRACT

The Duke Student Wellness Center welcomes your usage of our space. We, (hereafter called “DUWELL Staff”) inform you ________________ (hereafter called “Duke Department/Group”) that it is your sole responsibility that the DUWELL Center is RETURNED TO THE STATE IN WHICH YOU FOUND IT AND THAT ALL EQUIPMENT IS INTACT AND ACCOUNTED FOR.

• **ART:** If any artwork displayed in the Center is broken, defaced or missing, the Duke Department/Group will be responsible for replacement and/or insurance costs.

• **You are responsible for clean-up after your event.**
  - All tables should be wiped off if you have drinks or food at your event. Cleaning supplies are located under the sink in the kitchen.
  - All dishes and utensils used should be washed and placed back where they were found. (Sorry, we are not able to share paper products.)
  - All trash should be bagged and placed in the dumpster outside the Center.
  - All lights should be turned out and all doors secured after an event.

The DUWELL Center staff will inform your group via e-mail if any furniture is not replaced properly, clean-up was inadequate or if equipment or artwork is missing or damaged. The Duke department/group will be required to **immediately** arrange furniture and/or clean-up. 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 replacement.