

LGBT Center Reservation

Contact Information:

Name: _____ Telephone: _____

E-mail: _____ Duke Unique ID: _____

Organization: _____ Position: _____

Reservation Details:

- Conference Room
- Kitchen (use does **not** include LGBT Center disposable products, foods, etc.)
- Reception Desk/Lounge area

Will you be serving food? No Yes Your Caterer: _____

Date(s) of event: _____ Time: _____ to _____

Anticipated Number of attendees: _____

REMINDER: PLEASE RETURN THE CENTER TO THE CONDITION IN WHICH YOU FOUND IT! Return tables and chairs to their original positions. Failure to abide by the attached damage contract and values statement will constitute forfeiture of future reservations for one year.

For office use only:

Reservation accepted by: _____ Date: _____
LGBT Center Staff

- Damage contract** read and signed
- Values statement** read and signed
- Copy** of signed document given to Duke Department/Group Representative. Contact Peg Helminski, LGBT Center Staff Specialist 919-684-6607 if you have questions or need to make changes to your reservation.
- After hours event:** door will open 15 minutes before requested time and lock 15 minutes after ending time.

DukeCard office notified: No Yes Date: _____

LGBT CENTER DAMAGE CONTRACT

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

- 1) **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.
- 2) **You are responsible for clean-up after your event.**
 - a. 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.
 - b. All dishes and utensils used should be washed and placed back where they were found. (Sorry, we are not able to share paper products.)
 - c. All trash should be bagged and placed by the stairwell in the basement outside of the Center or in the dumpster under the Plaza.
 - d. All lights should be turned out and all doors secured after an event.

The LGBT 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. 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.

Audio/Video/Computer Equipment and Art:

Front Room: SONY/VIDEO CONTROL CENTER	Apple Airport Express
2 POLK AUDIO SPEAKERS	1 Ricoh printer/copier/fax
1 APPLE IMAC COMPUTER	1 HP Deskjet 995ck Printer
2 Black/White Photo Prints	16 Framed Color Photos
5 matted works of original art	

Conference Room: INFOCUS LCD PROJECTOR	CONTROL CENTER
FIVE POLK SPEAKERS	SONY CD/DVD PLAYER
SONY DIGITAL AUDIO/VIDEO	BANNER

___ Additional Art Displayed (If applicable)

I, _____, agree and my Duke department/group accepts financial responsibility for all mentioned above, and the entire LGBT Center during my rental period. I have also read and agree to the Space Usage Values Statement.

Date: _____ Phone # _____

Signature: _____ Email _____

Approved by: _____ Date: _____

LGBT CENTER Space Usage Values Statement

The Center for LGBT Life realizes that on a diverse, multicultural campus like Duke, many people have differing opinions, beliefs, backgrounds and philosophies. We hope that our space will be utilized to explore these values and share them in a respectful and non-judgmental way. In keeping with our mission, the LGBT Center has been deemed a safe space for lesbian, gay, bisexual and transgender people and their affirming allies. We expect that groups using our space, at any time during the week, will hold events and activities that are inclusive. We hope you will create an atmosphere wherein LGBT members of your group or department can exist free of harassment, prejudice, and discrimination. People, including LGBT people, should be allowed to express themselves in a respectful manner that also upholds the community standard at Duke University. If you have any questions about this or think you may have difficulty in upholding these values, we will respect your decision to withdraw your reservation for use our space.

Conference Room: Please return furnishings to this configuration after use.

