

TERRY SANFORD INSTITUTE OF PUBLIC POLICY RENTAL AGREEMENT

The primary purpose of the rooms reservation policies of the Terry Sanford Institute of Public Policy is to ensure that the facilities are available to further the public policy purposes that are pursued through teaching, research, and community service, while insofar as possible accommodating the needs of the larger Duke community.

Availability. The facility is available for use by Sanford Institute faculty, staff and students, by Duke departments and organizations and by not for profit organizations not directly affiliated with Duke University. We reserve the right to screen all requests to make sure they fit the guidelines in this document.

Student groups must have an individual visit the Institute building management office to make all arrangements for use of the building in person. If the group is funded, it will be expected to pay a fee based on the student fee schedule attached to this document. The group will be expected to provide an IR, whether paying a fee or not, as a guarantee against damage to the building. No fraternities or sororities will be permitted to use Institute facilities for social events.

Reservations. Sanford Institute and Duke departments and organizations may book events up to 12 months in advance of the event. Non-Duke groups may book up to six months in advance. No reservations will be taken that conflict with the academic year schedule.

Fees and Cancellations. All groups (except Arts & Sciences entities) booking space at the Sanford Institute should pay a rental fee. We reserve the right to declare exceptions that meet the following criteria: events that are a part of the Institute's regular degree programs and/or events that are connected with the administration of the Institute. As of 3/01/2004, the Sanford Institute is no longer charging A&S entities space fees for the use of certain designated classrooms in the Institute building (i.e. lecture halls 03, 04, 05 and seminar rooms 102 and 150) in conjunction with officially registered courses taught in the University's undergraduate and graduate programs. However, we are allowed to charge for any direct costs incurred in connection with A&S events in these specific rooms. In addition, if any A&S entity uses space in the building other than the designated classrooms referenced above (i.e., Rhodes Conference Room, Fleishman Commons, lobby, seminar rooms 224 and 225), then the Institute is allowed to charge for those spaces at the published space rental rates. If you cancel your event 14 days before the scheduled event date, you will be charged a cancellation fee of \$100 or the rental fee for the room, whichever is less.

Deposits and Billing. To make a reservation, Duke departments/organizations and not for profit organizations must make a deposit of 50% of the anticipated space rental charges. The deposit is refundable if the event is cancelled 90 days prior to the event. The conference organizer must sign and return the Rentals and Services Agreement along with the Space Request Form. All Duke Users must provide a viable fund code. Full payment will be processed via JV 10 days after the events or upon receipt of all charges for the event, whichever comes first. Not for profit organizations not affiliated with the University will be invoiced 10 business days after the event or upon receipt of all changes for the event, whichever comes first. Non-Duke organizations that rent space will receive a bill sent to the address listed on the reservations form.

Key Deposit. A key deposit of \$25, which is refundable, may be required by the Institute building manager.

Catering. Organizations wishing to have food served in the building are responsible for arranging for a caterer. These organizations can either select a caterer from the Institute's list or make arrangements to have their own caterer.

TERRY SANFORD INSTITUTE OF PUBLIC POLICY RENTAL AGREEMENT

Housekeeping. Housekeeping services for events held Monday-Friday during normal business hours will not be accessed any additional housekeeping fees. If an event occurs on a weekday evening or on a weekend, the sponsor will pay \$100 for housekeeping.

Audiovisual Equipment. A list of audiovisual equipment (including computer equipment) is included in the Space Request packet of information. There is no additional charge for equipment available through the Institute. If equipment has to be rented from University Technical Services, the cost will be passed along to the conference organizers. If tech support is required, the rates are \$24 per hour during the business day and \$45 per hour for evening coverage. Fees will be invoiced along with the space rental. All audiovisual requests must be arranged prior to the day of the event.

Additional Fees. Please note the information regarding moving costs for rearranging or moving furniture in the rooms you have reserved. (See the [Space Request Form](#), Additional Needs.) If a mover is not used and the furniture is not restored to its original arrangement or if trash is left in the rooms, you will be charged the expense of returning the rooms to its proper condition. If there is any damage to the building, equipment or lawn during your event, the cost of repairs will be passed along to the sponsoring organization.

RENTAL AGREEMENT

Error! Bookmark not defined.

I have read and agree to the conditions and guidelines stated above.

(Signature of Conference Organizer)

(Date)

(Signature of Sanford Institute Representative)

(Date)