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: ______ 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: _____ Date: _____ 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: ____

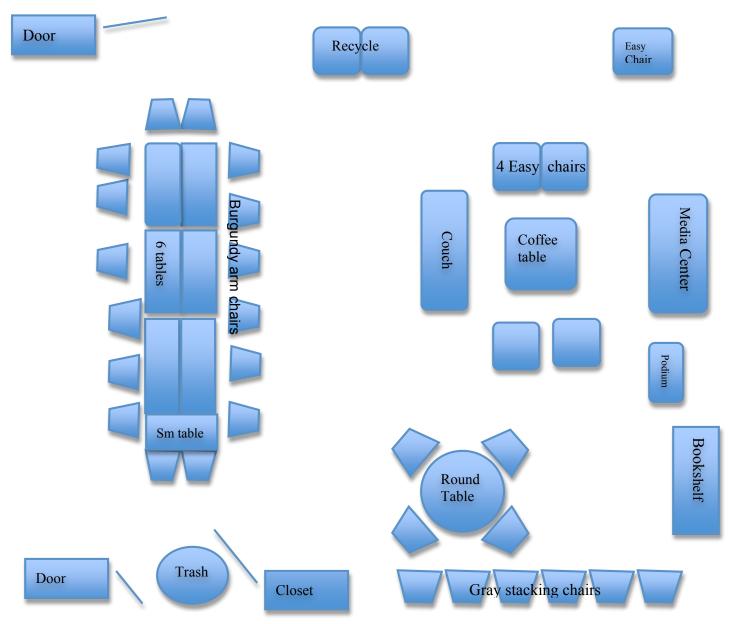
LGBT CENTER DAMAGE CONTRACT

		r LGBT Life welcomes your usage of our s	· · · · · · · · · · · · · · · · · · ·
"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)	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		
			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. 		
	a.	Cleaning supplies are located under the s	
	h		
	D.	All dishes and utensils used should be wa	•
	_	they were found. (Sorry, we are not able	
	C.	All trash should be bagged and placed by	
	٨	outside of the Center or in the dumpster u	
	a.	All lights should be turned out and all doc	ors 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.			
Andia Mida a / Camputan Farriamant and Anti-			
Audio/Video/Computer Equipment and Art: Front Room: SONY/VIDEO CONTROL CENTER Apple Airport Express			
rioni K	doin.	2 POLK AUDIO SPEAKERS	Apple Airport Express 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	To France Color Frietos
		o matted works or original art	
Confere	ence F	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 #	
Signatu	re:	Email	
Approve	ed 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.



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