



NASHER MUSEUM OF ART AT DUKE UNIVERSITY

**UNIVERSITY ROOM RESERVATION**  
**Revised May 2008**

Thank you for requesting to use the University Room located in the Nasher Museum of Art at Duke University. To make a reservation, the final page of this form must be completed and faxed to the NMA Special Events Office at 919.681.8624 at least one week prior to your meeting date. For questions, please call 919.684.3321.

**Availability:**

On weekdays during the regular school year, this space is often used for Duke classes, as scheduled by the university registrar's office. We are unable to confirm other reservations until the class schedules have been posted; typically these schedules are made available in mid-August for the fall semester, and mid-December for the spring semester.

**Standard set-up & capacity:**

Six tables set as one large conference table with 16 to 22 chairs. One lectern.

Available upon request: one 8' banquet table or two 6' classroom tables for catering/ display; additional chairs for perimeter seating.

**Audio Visual Features: Please inquire about additional features and services.**

DVD/ VHS/ Digital projection systems

Slide projectors with single or dual frame capability

Document camera

Large drop down screen (6'x10')

Lectern with microphone, portable touch screen AV control panel and PC with Office Suite & internet access

Laptop projection capability from lectern or table

Wireless presentation devices & keyboard

House sound system with XM satellite radio and CD player

Teleconferencing with capability up to five phone lines; additional lines require Duke OIT support

We encourage you to make your presentations available to our AV team one day prior to your meeting to be loaded into our system.

**Hours:** The University Room is only available for rent during regular business hours. The following hours are considered regular business hours. Meetings which start or end outside of these times will incur additional security fees.

Monday	9am – 5pm
Tuesday	9am – 5pm
Wednesday	9am – 5pm
Thursday	9am – 9pm
Friday	9am – 5pm
Saturday	9am – 5pm
Sunday	12pm – 5pm

**Fees:**

Rental for meetings less than 3 hours: \$50

Rental for meetings 3 hours or more: \$100

Audio Visual access & support: \$35.00 per hour, with a one-hour minimum.

Additional security, as needed: \$100 per hour

**Parking:**

The Nasher Museum parking lot is managed by Duke Parking and Transportation services, and public spaces are available at \$2.00 per hour with a three-hour maximum during regular business hours. Meeting attendees are responsible for their own parking fees, however, hosts may purchase \$5 all-day parking passes through NMA Special Events.

**Catering:**

All food and beverage services for the University Room are handled by the Nasher Café/ Giorgios Hospitality Group.

Please contact Brian Berman for menus: [brian.berman@duke.edu](mailto:brian.berman@duke.edu) or 919-684-3321.

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Revised March 2008

\*\*\*This request form must be completed & returned to NMA Special Events one week prior to the meeting date.\*\*\*

\*Fax: 681-8624. Attention: SPECIAL EVENTS MANAGER

Meeting Day & Date: \_\_\_\_\_ Meeting Start Time: \_\_\_\_\_ Meeting End Time: \_\_\_\_\_

If flexible, please list alternate dates we may check for you:

Meeting Name: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_ Catering provided by Nasher Café/ GHG? \_\_\_\_\_

Room Set Up: The standard set-up for the room is conference style for 16 and one lectern w/mic. Please indicate if you require anything else:

Contact Information and Payment

Primary Contact: \_\_\_\_\_

Duke Department (or company name): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Fund Code: \_\_\_\_\_

AV Requirements

- |  |  |
|--|--|
| <input type="checkbox"/> Lectern with mic on or off    | <input type="checkbox"/> Slide projectors: dual frame          |
| <input type="checkbox"/> Digital projection system     | <input type="checkbox"/> PC: use at lectern or table           |
| <input type="checkbox"/> DVD player                    | <input type="checkbox"/> Internet access                       |
| <input type="checkbox"/> VHS player                    | <input type="checkbox"/> XM radio for background music         |
| <input type="checkbox"/> Document camera               | <input type="checkbox"/> CD player                             |
| <input type="checkbox"/> Slide projector: single frame | <input type="checkbox"/> Teleconferencing: _____ outside lines |

Rental Agreement

I understand that availability is not guaranteed until confirmed in writing by NMA Special Events. I also understand that I am financially responsible for all fees incurred. The information I have provided to facilitate this reservation is accurate to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Museum Use ONLY:

Space available: \_\_\_\_\_ Space NOT available: \_\_\_\_\_ Room rental: \_\_\_\_\_

Confirmed with client:

Method of contact: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_