

Please complete and save this form. Submit by sending to NMA Special Events at least one week prior to your event.

Availability & Hours:

During the academic year, the University Classroom is often used for Duke classes. We are unable to confirm other weekday reservations until the class schedules have been posted by the university registrar's office. Typically these schedules are made available in early May for the fall semester, and early December for the spring semester.

The University Classroom is only available for use as listed below. Earlier start times may be scheduled, however additional security costs will be incurred. Meeting attendees arriving before 10AM (or 12PM on Sundays) will need to use the loading dock entrance.

| | |
|----------------------------|-------------------------------|
| Monday | Not available (museum closed) |
| Tuesday, Wednesday, Friday | 9 AM- 5 PM |
| Thursday Saturday | 9 AM- 9 PM |
| Sunday | 10 AM- 5 PM 12 PM- 5 PM |

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 for catering/display; additional chairs for perimeter seating.
- For dinner functions the six tables can be arranged into three squares seating 8 to 10 people each. This setup is *not* conducive to meeting or audio-visual presentations.

Audio Visual Features:

We encourage you to make your media files available to our AV team at least one day prior to your meeting. Our in-house features include:

- DVD/VHS/Digital projection systems
- Slide projectors with single or dual frame capability
- Document camera
- Large drop downscreen (6'x10')
- Lectern with microphone, portable touchscreen 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
- Speakerphone

Catering:

All food and beverage services for the University Classroom are provided by the Nasher Cafe/ Giorgios Hospitality Group. Please contact Aidan Peters for more information at aidan.peters@duke.edu or 919-684-6032.

Parking:

Unreserved parking spaces in the Nasher Museum parking lot are available at \$2 per hour with a three-hour maximum during regular business hours. Attendees are responsible for their own parking fees, however, hosts may purchase \$6 all-day parking passes in advance from NMA Special Events.

Fees:

- Hourly Rental Rate: \$50/hour
- AV Flat Fee Setup: \$35
- Additional security, as needed: \$100 per hour

Museum admission fees are not included with the use of the University Classroom. Museum admission is free to all on Thursdays from 5 PM-9 PM. General admission is always free for museum members, Duke students, faculty and staff.



UNIVERSITY CLASSROOM RESERVATION

Please complete and save this form. Submit by sending as an email attachment to nasherevents@duke.edu at least one week prior to the meeting date.

Event Day & Date: _____ Start Time: _____ End Time: _____
If flexible, please list alternate dates we may check for you:

Event Name: _____

Is this in conjunction with a guided or self-guided museum tour? No: ___ Yes: ___ Tour time: _____

Estimated Number of Attendees: _____

Primary Contact: _____

Duke Department (or company name): _____

Phone: _____ Email: _____

Fund Code: _____

Catering to be requested from Nasher Café/ GHG

- Continental breakfast, Beverage service, Afternoon break, Boxed lunch, Buffet lunch, Served lunch, Dinner, Other: _____

This information will be shared with the Nasher Café manager, who will provide sample menus and an estimate, confirm setup requirements, and make payment arrangements for catering fees.

AV Requirements

- Number of Presenters, Presenter(s) at Lectern, Presenter(s) at Table, Digital Projection with: Presenter's Flashdrive, Presenter's PC Laptop, Presenter's MAC, Internet Sources, WiFi for Attendees, Speaker Phone, Other: _____

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: _____ Est. rental: _____ Est. other fees: _____

Confirmed with client: _____ Phone: _____ Email: _____ Fax: _____

Signature _____ Date _____