

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	9 AM – 9 PM
Saturday	10 AM – 5 PM
Sunday	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 down screen (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 Café/ Giorgios Hospitality Group. Please contact Aidan Peters for more information at [aidan.peters@duke.edu](mailto: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:

- Rental for meetings less than 3 hours: \$50, AV setup \$35
- Rental meetings 3 hours or more: \$100, AV included Tuesday-Friday; AV setups on weekends is \$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 \_\_\_\_\_