

MARY LOU WILLIAMS CENTER USAGE STATEMENT

There is no charge for the use of The Underground Multipurpose Room for the Julian Abele Conference Room. However, fund codes are required in the event of damages or excessive housekeeping. Adhering to the following list of expectations will prevent your group from being sanctioned. Please read below the expectations the user must observe when using our rooms:

1. If your event occurs during office hours, please stop by the main office to inform the Mary Lou Williams Center (MLWC) staff your arrival and departure.
2. If you find the hall in disarray or with damaged items, please notify the MLWC immediately. During regular business hours, report should be made in person at the main office. After hours, report can be made via email: (mlw@studentaffairs.duke.edu) or by voice mail: 684-3814.
3. The Underground may be arranged to suit your event, but must be returned to the original configuration afterwards. Be mindful of artwork that it is not disturbed.
4. During the course of your event, for your safety, please Do Not Block the Doors. They are an important means for egress. Be sure to leave a pathway for guests to enter and exit the room without disturbing your event.
5. A/V equipment is available by request. Permission to use the equipment is only given once patrons have been trained in their proper use. The MLWC forbids use of the A/V equipment without training or permission.
6. The kitchen area is available for use by request only. Food may be stored in kitchen on the day of your event and must be removed once your event has concluded.
7. If you are using a caterer, the MLWC office coordinator must know the name and phone number of your caterer, what time they will arrive and what time they will pick up their equipment (if appropriate).
8. If your event produces sufficient trash to fill the trash bins, you and or your caterer must remove the trash and place clean liners in the trash bins.
9. When your event is concluded, please check to make certain the room is left in order as follows:
 - a. All trash (especially left over food items) has been placed in trash bins. If trash bins are full, remove trash and replace with new liners.
 - b. Please clean all tables and countertops. Efforts should be made to thoroughly clean any messes or spills. There should be no food debris on the carpet or floor.
 - c. Return the furniture back to the original configuration and restack chairs straight.
 - d. Turn off A/V system. Retrieve all CDs, DVDs and guest items left behind, etc.
 - e. Turn off all lights.
10. A member of the MLWC staff will inspect The Underground at the conclusion of your event. You can request this review before you leave if your event occurs during business hours. If the condition of the hall is deemed to be unsatisfactory, this information is forwarded to the Director of the MLWC. **Potential sanctions for failing to**

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respect the MLWC facilities include billing for damage or custodial services; loss of equipment use privileges and/or loss of facilities use privileges.