

## Welcome to the Freeman Center for Jewish Life

Thank you so much for your interest in the Freeman Center for Jewish Life. We are thrilled you are interested in using one of the center's spaces for your event.

Please read the following document to learn more about setup, pricing, policies, and other information. The final page will need to be signed and returned to confirm your event.

### How to reserve a space:

The spaces in the Freeman Center can be reserved by emailing: [fcevents@duke.edu](mailto:fcevents@duke.edu). Once you request one of the spaces, a Conference and Event Services (CES) staff member will reach out within 5 - 7 business days to talk through your event needs. CES staff will help do the behind the scenes work to ensure your event is just as you imagined.

### Freeman Center Information:

**Levenson - Lerner Sanctuary Setup:** The standard setup for the Sanctuary is *theater style* for 125 people (*Chairs in rows only*). Other setups with prior approval:

Banquet: 48 people (six rounds of 8)  
Standing reception: 65 people

**Scharf Commons Setup:** The standard setup for Scharf Commons is an open space. This area can be setup a variety of other ways (reception with cocktail tables, exhibit hall) but prior approval must be received first.

Standing Reception - 175 people

**Dining Room Setup:** The standard setup for the dining room is 25 round tables with 8 chairs for 200 people. Other setups with prior approval are:

Standing Reception: 350 people  
Theater style: 300 people

**Scharf Commons and the Dining Room can be rented together and the entire building can be rented in 4 or 8 hour blocks.**

**Exterior Patio:** There is an exterior paved patio on the lower level that can be used for a variety of events. The standard setup is with 15 tables-for-two and chairs that can be cleared for an additional fee.

**Linens:** The Freeman Center can provide white linens for your event. **Note that tables which food is served must be covered with linens. If renting linens, they must be removed at the conclusion of your event.**

**Technical Needs:** The Sanctuary and Dining room (the dining room is equipped only with a screen – the LCD projector is on a cart and is not great quality). are equipped with an LCD projector, screen, and microphone capabilities. If you require help setting up or any additional tech support please contact UCAE tech services at 919-660-1731 or [techsvcs@duke.edu](mailto:techsvcs@duke.edu) .

If you are not familiar with the AV at The Freeman Center and do not plan on scheduling Tech Services, please arrive at least 30 minutes before the start of your event to set up.

**Pricing:** The cost of The Freeman Center is based on a multiple charges and fees.

<b>Freeman Center Fees and Charges for Departments</b>	
<b>Space</b>	<b>Cost</b>
Levenson – Lerner Sanctuary	\$560
Scharf Commons	\$700
Dining Room	\$950
Scharf Commons & Dining Room Together	\$1,725
Entire Building: Four Hour Block	\$1,900
Entire Building: Eight Hour Block	\$2,700
<b>Other Fees</b>	
Easel	\$15
Easel Pad	\$5
Lectern with Microphone	\$25
LCD Projector - Sanctuary	\$150
LCD Projector – Dining Room	\$75
Security	\$40/hour
<b>Room Rate includes: room, chairs, tables, housekeeping, setup/strike; client responsible for linen</b>	

**Catering:** The Freeman Center is home to Durham’s only Kosher catering kitchen and is also a great option for halal, vegetarian and vegan diners. In the Sanctuary and Scharf Commons non-kosher catering is allowed only with prior approval, and all outside food must be vegetarian.

**If the caterer is dropping off food and not staying for the event it is your responsibility to ensure all food and trash has been removed.**

**\*Alcohol of any kind if not permitted anywhere in the Freeman Center\***

**Approved caterers: Duke Dining and Duke Dining’s vendors only.**

**Vendor Schedule:** It is important for the Freeman Center to know if you are using other vendors (décor, linen, etc.) and when these vendors will be arriving. Please share your schedule of vendor deliveries and pick-ups with CES staff.

**Third party rentals may only be delivered the day of your event and must be picked up at the conclusion of your event. You, as the client will be expected to communicate this to all vendors including subcontractors, as deliveries must be scheduled.**

**Children/pet policy:**

The Freeman Center prohibits pets from the buildings. Certified service animals are welcome. For the exterior areas, all animals must be leashed and attended to at all times. Owners are responsible for proper disposal of their animals' waste.

There are no childcare services at The Freeman Center. It is Duke University policy that children under the age of 18 must be supervised at all times by a parent/guardian. Unattended minors are not permitted in the facility.

Changing tables are available in the restrooms.

**Frequently Asked Questions:**

**Is there WI-FI available in The Freeman Center?**

Yes, Duke offers free WI-FI. WI-FI name: Duke Visitor. No password required.

**Will someone be onsite when I arrive?**

Depending on the event and your needs, a Freeman Center staff member may be onsite to assist with any minor technical needs, minor last minute setup adjustments or questions. We will work with you to determine this.

**Where do my guests park?**

Parking is available on Faber Street, Hull Street and Powe Avenue. You and your guests may park in the Freeman Center lot without a permit on weekdays after 5:00pm as well as on weekends. Before 5:00pm on weekdays, the Freeman Center lot does require a Chapel Drive Zone permit.

The Freeman Center takes no responsibility for damages or stolen vehicles. Any illegally parked cars will be towed at the owner's expense.

Public parking is available in the Bryan Center lot off of Science Drive.

**Can I take a tour of the spaces?**

Yes, we can arrange a tour in advance, by appointment. Email [fcevents@duke.edu](mailto:fcevents@duke.edu) to arrange a tour with a Freeman Center staff member.

**What decorations can I have?**

Signs, flowers, and balloons arches are some of the common decorations used. We ask that you tell CES all decorations you are using. **If you are using decorations that need to be hung up, only command hooks can be used on the windows and nothing can be hung on the walls.** Command hooks and adhesives must be removed post-event. Groups will be charged for the cleaning and removed of command hooks if they are left behind. Glitter, feathers, birdseed, balloons (other than an arch) are not permitted in any of the spaces. Helium balloons are also not permitted inside the center, but are allowed on the exterior of the building. **All décor items must leave at the conclusion of your event.**

**Can I have real votives?**

No. Open flames are not allowed per Duke Community Standards.

**Can I have real flowers?**

Yes, we love floral arrangements!

## **Payments**

All clients are required to sign a rental agreement.

Duke University clients are required to pay fees with a fund code, which is requested at the signing of the rental agreement. Charges are processed 3-4 weeks after the event.

Only a signed Freeman Center rental agreement with a fund code, and counter signature by CES will guarantee your rental. As per Duke University's policy on the use of University lands and facilities, The Freeman Center reserves the right to deny rental privileges to any individual and entities. The signed rental agreement must be returned within ten (10) business days of making a reservation to guarantee availability of space. Failure to return a signed contract within the designated time will result in automatic cancellation of the reservation. The Freeman Center is not responsible for notifying clients of cancelled reservations.

## **Cancellations**

Should your plans change and necessitate cancelling your event, please notify CES as soon as possible. If this occurs less than 30 days after we receive your signed contract, the space will be released without penalty. Later cancellations will result in a cancellation penalty fee of \$250 for events on Fridays and Saturdays, or \$150 for any other night of the week.

The representative signing this rental agreement assumes all responsibility for the conduct of all persons at the event.

## **Force Majeure**

The Freeman Center will not hold the renter responsible for rental or facility fees in the case of a natural disaster or severe weather. Should such happen, The Freeman Center will either refund all deposits and payments of rental and facility fees, or apply them to a mutually agreed upon date. The Freeman Center reserves the right to cancel any event to protect the lives and well-being of its staff in a state of emergency or in the case of severe weather.

## **Liability**

The Freeman Center shall not be held liable and organizations using the space shall waive all claims for injury or damage to person or properties sustained by said organizations or any occupant of the space resulting from or during the rental period. The representative signing this rental agreement assumes all financial responsibility for payment of fees and covering any damage or loss of The Freeman Center property occurring as a result of or during the event.

This rental agreement is based on the following event information:



ORGANIZATION/ DUKE UNIVERSITY DEPARTMENT NAME:

\_\_\_\_\_

EVENT NAME:

\_\_\_\_\_

EVENT DAY & DATE:

\_\_\_\_\_

EVENT START TIME:

\_\_\_\_\_

EVENT END TIME:

\_\_\_\_\_

I HAVE READ AND ACCEPT THE POLICIES OUTLINED IN THE KAVC FACILITY RENTAL GUIDELINES AND IN THIS RENTAL AGREEMENT.

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Name:

\_\_\_\_\_

Phone number:

\_\_\_\_\_

Mailing address:

\_\_\_\_\_

\_\_\_\_\_

Duke Fund Code:

\_\_\_\_\_

THIS EVENT HAS BEEN APPROVED BY CONFERENCE AND EVENT SERVICES AT DUKE UNIVERSITY.

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_