Duncan Hall has a variety of public spaces, including Martel Hall, McMurtry Auditorium, two lecture halls, and three classrooms. The Office of the Registrar (116 Allen Center) is responsible for scheduling the two lecture halls and three classrooms. To reserve a lecture hall or classroom, see the online reservation request form or call Chris Higgins at x8026. For all other Duncan Hall reservations, including McMurtry Auditorium all other times, Martel Hall, and the seven conference rooms, please submit requests using the on-line reservation system located at http://rooms.rice.edu/. Non-Duncan Hall residents must have a Duncan Hall resident sponsor.

The following policies apply:

- Faculty and staff with offices in Duncan Hall have priority in the scheduling of conference rooms and public spaces in the building. Reservations by others are permitted, but require a Duncan Hall resident faculty or staff sponsor to reserve a room or public space.
- Time limits for booking these spaces:
  - Duncan Hall residents may schedule major conferences up to 2 years in advance and events up to 6 months in advance.
  - Members of the School of Engineering that are not a Duncan Hall resident may schedule events up to 6 months in advance with a Duncan Hall resident sponsor.
  - Other Rice organizations may schedule events up to 3 months in advance with a Duncan Hall resident sponsor.
- The Chairman of the Duncan Hall Policy Committee and the Dean of Engineering (or the Dean's designated representative) have review and final decision authority on all requests.
- Special requests for exceptions will be considered by the Dean (or the Dean's representative) and the Duncan Hall Policy Committee. Our goal is to keep disruption of our students, faculty and staff to a minimum. First and foremost, the purpose of Duncan Hall is to support education and research. We ask that every attempt be made to schedule special events on Saturday or Sunday evenings and that no such special events be scheduled during the last three weeks of each semester.

Reserving McMurtry Auditorium and Martel Hall

- A request for McMurtry Auditorium does not include Martel Hall. Use of Martel Hall must be specifically requested. Please submit requests using the on-line reservation system located at http://rooms.rice.edu/.
- No functions that include music or loud noise will be scheduled in Martel Hall before 7 p.m. on weekdays. Requests for events that would have music or loud noise after 7 p.m. on weekdays or at any time on weekends must be approved by the Dean's office. The proposed use of music, microphones, loud speakers, etc., must be so noted in the initial request.
- Balcony usage is on a first come/first served basis and is reserved for Engineering events only.
- Temperature – The A/C is normally off in McMurtry Auditorium, unless a request is made through FE&P.
- Generally, the earliest an afternoon/evening reception or dinner can be setup is 4:00 p.m.
- Generally, the earliest an afternoon/evening reception or dinner can start is 5:00 p.m.
- Do not schedule major events in McMurtry/Martel during finals. Refer to the final exam schedule.
- Times may depend on whether or not classes are in session, final exams or use of classrooms. Refer to the Classes and Events Schedule for DH classroom usage (https://classrooms.rice.edu).
- For events that start early on Saturday, set up may begin Friday night after 5:00 p.m.; however, remind the requestor that DH has a lot of traffic through the building and we cannot guarantee the safety of anything left in the building.
- No dancing allowed in the building.
- No weddings or wedding receptions are allowed in the building.
- If tables, chairs, easels or other items are needed for any event in DH, it is the responsibility of the requester to arrange for them.
- The maximum size for event posters is 16”x20”. People posting posters must provide their own stands or easels.
Reserving Conference Rooms
(Rooms 1044, 1049, 2014, 3076, 3092, 3110)

- To reserve the following conference rooms—1044, 1049, 2014, 3076, 3092 or 3110 — please submit requests using the on-line reservation system located at http://rooms.rice.edu/.
- All conference rooms are to be used solely by building occupants, except as approved by the Policy Committee.
- Room 1049 is to be used primarily for site visits and guests from industry. (Other types of meetings scheduled for 1049 may be subject to displacement).
- Conference rooms (with the exception of 1049) may be scheduled for seminars at the 600 level or higher.

Building Policy

- No food or drinks are allowed in the auditorium
- Food and drinks are allowed in the classrooms, lecture halls and conference rooms; however, users must clean rooms and remove all garbage immediately after their meetings. Garbage should be placed in the brick trash enclosure at the northeast end of the building (outside the service door). Alternatively, arrangements can be made with the building custodians to clean meeting areas. It is the responsibility of the person who reserves the room to clean the room and remove all trash when their reservation ends, or make arrangements for custodial care by submitting an FE&P Work Order.
- No rollerblades or skateboards are allowed in the building.
- Music, speakerphones, etc. should be kept at a volume that does not disturb other occupants of the building.
- No signs or announcements can be posted on or attached to any painted surface in Duncan Hall.

Logistics Arrangements

Logistics arrangements for events in Duncan Hall are the responsibility of the person who makes the room request and/or the hosting department. Logistics include securing classrooms or conference rooms, AV, IT, rentals, catering, FE&P, parking, RUPD, event staffing and more.

A/V

Arrangements for Audio Visual equipment and/or support in McMurtry Auditorium or any of the rooms in Duncan Hall must be made by the person who requests to use the space. EdTech Media Services helps with AV needs for events at Rice. Please contact them at least two weeks before your event. To reserve AV assistance, submit your AV Events Reservation and Media Processing Request here. There are no on-site AV technicians unless the requester or hosting department has a reservation through Media Services.

FE&P

Facilities Engineering and Planning works in many areas including lights, temperature control, custodial, etc. A Rice faculty or staff member must submit a work request at http://facilities.rice.edu/ for event related help, including, but not limited to the items listed below. Custodians are on-site Monday through Friday until mid-afternoon and only provide routine custodial support for the building, not events. There are no custodians on-site on the weekends.

- Clean up-Room users must clean rooms and remove all garbage immediately after their meetings. Garbage should be placed in the brick trash enclosure at the northeast end of the building (outside the service door next to the loading dock). Room users must submit a work request for additional custodial support, restroom monitoring and/or additional trashcans and liners if your event expects to exceed the normal custodial level.
- Leftovers may be neatly placed on the counter of Sid’s Place coffee lounge during the day; however, no food related items are to be left in the building after normal business hours. Catering supplies and equipment must be removed from the building immediately after the event is over.
• Temperature-The A/C is normally off in McMurtry Auditorium, unless a request is made through FE&P.
• Shades-The 3rd floor shades are normally closed but can be adjusted by FE&P to control the amount of natural light in Martel Hall and the immediate area.
• Lights-The lights in Martel Hall, Linda’s Lights, are normally off. Kindly be energy conscious with the use of these lights as they were recently replaced and are very expensive and logistically difficult to replace.

Martel Hall Kitchen
A reservation for Martel Hall includes the kitchen. Informal use of the kitchen is on a first come, first serve basis. If the kitchen is in use, someone using one of the two lecture halls should use tables in the back of the room or anteroom for their refreshments setup, and if one does so, he/she is responsible for keeping the room clean, removing the trash from the room, and replacing the tables in the kitchen, at the end of their event.

Key Access
Duncan Hall has three daytime custodians and one evening custodian weekdays. Your DH sponsor should be able to unlock any conference rooms for you. If for some reason your DH sponsor or his or her representative is unavailable, a building custodian can unlock rooms for you. Please retain a copy of your confirmation e-mail in order to verify that you may have access to the locked building/room. There are no custodians in the building on the weekends, so arrangements would need to be made through FE&P for access.

Security
Duncan Hall’s first floor hallway gate, elevator and upstairs glass doors are locked during the evenings and weekends. In order to use an upstairs conference room after-hours (after 6 PM weekdays and on the weekend) you will need to hire a security through RUPD. Security must ensure that only building residents and event attendees enter the area. There is a four-hour minimum for police or security services.

Hours
• Online reservation website allows reservations from 8 am – 9 pm.
• DH building hours Mon-Fri: 7 am– 10 pm, Sat: 8 am-8 pm, Sun: 8 am-9 pm
• Access outside of building hours need card access or a request via RUPD/FE&P
• Security gate in Martel Hall closes at 6:00 pm, opens at 7:00 am on weekdays and is closed all weekend.
• West end building doors lock at 6:00 pm, open at 7:00 am on weekdays and are closed all weekend.
• Second & third floor hallway doors (from Martel stairs) lock at 6:00 pm, open at 7:00 am on weekdays and all are closed all weekend.
• Elevator at east end locks at 6:00 pm. DH resident key access needed.

Event Planning
The School of Engineering Event Planning Office offers event planning assistance and consulting services for the Dean of Engineering and departments within the School of Engineering. To request assistance with an event, please contact:

Kathryn O’Brien
Events Administrator
Office: 713 348-5692
Cell: 713 876-8816
E-mail: kob@rice.edu

Tables
A limited number of 6’x30” tables are stored in the Martel Hall kitchen and are available on a first-come-first-serve basis for events in Duncan Hall. Tables must be covered with a tablecloth when in use. Tables must be cleaned and
No tables may be removed from the premises.

Room Capacity

- McMurry Auditorium (DH 1055): Capacity 225, plus 7 wheel chair spaces.
- Martel Hall: Capacity 210 occupants seated; 450 occupants standing (number of occupants will be affected by serving and/or exhibit tables, poster boards, exhibits, A/V equipment, etc.); space is approximately 75’ x 55’.
- DH 3092: 50 seat in current. Furniture may be rearranged but must be moved by FE&P work order and must be returned to its original configuration after a function by FE&P work order.
- Users in any/all reserved spaces may NOT move or remove any furniture except for chairs on rollers and portable rectangular folding tables – a FE&P work order must be submitted to move any furniture.

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Bicycle Storage Policy

Bicycles should be parked outside in the bike racks at the Northeast entrance of Duncan Hall and behind Abercrombie Lab. Bicycles brought into the building must be stored in student or faculty offices. No bicycles are to be stored in any public area; bicycles parked in such areas are subject to removal. No motorized bikes are allowed in the building.

Last Updated: May 6, 2016 (in the process of revision – new policies to be released soon)