Room Request Form for Major Events in Duncan Hall

Please fill out this form and email it to dhreserv@rice.edu. The information will be entered into the system on your behalf. Submitting this request does not constitute a reservation. You will receive an email notification regarding the status of your request after it has been processed.

Event Name:
Meeting Type:
Meeting Type Description:
Purpose:

Requester Information
Name:
Email:
Office Number:
Phone:
Department:

Sponsor Information (If you are a non-Duncan Hall resident)
Name:
Office Number:
Email:
Department:

This request cannot be processed until your sponsor agrees or declines to sponsor this event. Sponsors should email the following form to dhreserv@rice.edu.

If your sponsor agrees this event please note:

The DH sponsor or his/her representative must be present at the event to ensure that:

1. All food, equipment (including tables), and trash are removed from the conference room or Martel Hall after the event.
2. Duncan Hall tables are returned to the servery (kitchen) after use.
3. Bags of trash are placed in the brick trash enclosure on the NE corner of the building.
4. DH policies concerning use of loudspeakers, microphones, and/or music are followed. See DH policies at http://www.ruf.rice.edu/~deanengr/reservations/rooms_policy.html for details.

NOTE: Failure to adhere to these policies may result in the loss of privilege of sponsoring the use of DH rooms in the future.

Projected Number of Attendees:

Martel Hall Information
Martel Hall Reserved: Yes or No

Registration/Posters/Demonstrations
Registration: Yes or No
# Posters:
# Demonstrations:
#Tables:

Time Period:

**Refreshments**

Time:
Food Vendor:
Alcohol: **Yes or No**
Bartending Service:

Will there be only serving tables or will attendees be seated at tables?
Serving: **Yes or No**
Seating: **Yes or No**

**Sound**

Will there be any music, loudspeakers, or microphones used in Martel Hall during the serving or refreshments or for any of the time that you have reserved Martel Hall?

Loudspeakers: **Yes or No**; Time:
Microphones: **Yes or No**; Time:
Music: **Yes or No**; Time:
Kind of Music:

**Event Dates (Repeat as necessary)**

**Date 1**
Room Preference:
Alternate Room:
Event Date: MM/DD/YYYY
Start Time: AM or PM
End Time: AM or PM
Date Status: Tentative or Firm

**Date 2**
Room Preference:
Alternate Room:
Event Date: MM/DD/YYYY
Start Time: AM or PM
End Time: AM or PM
Date Status: Tentative or Firm

**Notes:**

The use of Duncan Hall facilities is a privilege that carries the responsibility of following building use policies. Failure to adhere to these policies may result in loss of the privilege.