

Duke University
Principles Governing Internal Room Use Fees
Revised November 28, 2018

The purpose of this document is to provide for consistency across the university's major academic units in making university facilities available to the university community.

Development of these principles has been coordinated through the Office of the Provost and the Academic Financial Leadership Group. The principles outlined here are intended to apply to all schools of the university.

Principles

1. Schools have the right to schedule their classes and meetings in space the school controls, and to also protect a reasonable amount of space for unplanned meetings or needs of the school's, before making their space publicly available to those outside to the school.
2. Schools should make space not needed for their own classes, meetings and events available to faculty, staff and students from other schools under reasonable conditions. The opportunity to request space should be clearly documented and available through appropriate on-line scheduling tools.
3. Schools should not charge a space fee to their own faculty, staff or students, other schools or other members of the university community for the use of their classroom or meeting room space and its standard furnishings and equipment for Duke academic credit earning classes or for administrative, academic or clinical meetings. However, schools may allocate space costs, including costs of classrooms and meeting rooms, to units within its school as part of its normal cost allocation methodology.
4. It is appropriate to charge for incremental, out-of-pocket costs for table or chair rentals, housekeeping, special security, staff support, etc.
5. Schools may charge other members of the Duke community a reasonable fee to use space for conferences, events, receptions that take place in spaces controlled by the school.
6. Schools may require their faculty, staff and students to include a reasonable cost for the use of the school's space in conference, event or reception budgets for which attendees or corporate sponsors pay a fee to attend.
7. Agreements may be established between schools or units to allow payment of space use fees when one school or unit regularly uses the space of another over an extended period of time. For example, a Duke executive education program that uses another school's classrooms most weekends for a year may agree to pay the other school a space fee for this use.
8. Schools may charge groups from outside Duke a reasonable fee for use of their space. Permission to use university space by outside groups should only be granted consistent with Duke's [official policy on the use of university lands and facilities](#).
9. Established public event spaces that operate on a cost recovery budget model will continue to operate with reasonable fees to both internal and external users. Examples include the Washington Duke, JB Duke, Bryan Center, Doris Duke Center, Nasher Art Museum, Penn Pavilion, Brodhead Center, and the Searle Center. Members of the university community should use these established public spaces for major events when local facilities do not suffice. It is appropriate for schools to decline room requests for conferences, meetings and events from members of the university community given that public event spaces exist.