

# DUKE LAW CLASSROOM GUIDELINES

To accommodate the needs of faculty, guest speakers, law school departments, and student groups, please adhere to the following guidelines for classroom usage:

## ALL EVENTS

Any group using space in the law school for an event is responsible for making sure that the space is clean and clear of all event-related materials upon conclusion of the event. Tables and chairs should be broken down and put aside for the housekeeping staff to remove. All trash should be placed in trash cans or recycling bins (these are available from housekeeping and can be ordered in Event Manager). Housekeeping will be responsible for clearing trash cans away, but it is not their responsibility to pick up after your attendees. The housekeeping staff arrives early in the morning to ensure that all Law School spaces are clean and ready for the day; it is our responsibility as members of the community to keep it that way throughout the day.

## LUNCH HOUR EVENTS

**Start Time - ALL lunch hour events scheduled in a classroom that is in use until 12:05 p.m. must have a start time of 12:15 p.m. or later.** No room reservations will be made prior to this time for a lunch-time event, unless the classroom is unoccupied prior to the lunch hour. Groups hosting the event must have a representative onsite no later than 12:00 p.m. in order to keep their attendees from disrupting classes in anticipation of the event start.

**End Time - ALL lunch hour events scheduled in a classroom that is in use during the 1:30 p.m. block must end no later than 1:20 p.m. to allow the room to be cleared and clean by the start of the 1:30 p.m. class.** No room reservations will be made extending past 1:20 p.m., unless the classroom is not in use immediately following the event. *Please make sure to make speakers aware of this timeline and make allowances in the length of the lecture for a Q&A, if necessary.*

**Please note: If the program does not start on time, the end time is not extended. The event must still end by 1:20 p.m. to accommodate the incoming class and the program must be adjusted accordingly.**