

DUKE LAW HOUSEKEEPING GUIDELINES

TABLES, CHAIRS, TRASH CANS, ETC.

Housekeeping has the following items available for use for Law School Events:

- 10 – 8 ft. rectangular tables
- 6 – 6 ft. rectangular tables
- 3 – 4 ft. rectangular tables
- 12 – 6 ft. round tables
- 125 – Folding chairs
- 9 – Folding screens
- Large trashcans
- Recycling carts

Requests for these items may be made through Event Manager. Requests should be made at least three (3) business days prior to your event.

UNLOCKING/LOCKING DOORS

Law School exterior and classroom doors are unlocked Monday through Friday 7a.m. to 5 p.m. In order for doors to be unlocked outside these hours, you must make a request through Event Manager.

If you have questions regarding housekeeping, please contact Catherine Hall, building manager, at chall@law.duke.edu or 613-7176.