House Course Room Reservations

1) Student instructors contact Jessie Stellini, Program Coordinator for West Campus Housing, Dining, & Residence Life, at jessie.stellini@duke.edu to request either a specific commons room or inquire about what residence hall space is available.

2) Complete all information in the Room Reservation Form below, with the exception of the room reserved, and attach it to your email. Include the following information in the body of your email:
   - Name of House Course
   - Expected number of attendance
   - Preferred location (if known)
   - Preferred day and time for course

3) Your request will be reviewed and an email will be sent to you, copying either the house leadership or Residence Coordinator for the location to be reserved.

4) The student instructor (select one instructor as the main contact if your House Course is taught by more than one student) and House President or Residence Coordinator sign the Room Reservation Form. It is the responsibility of the student instructor to make sure the completed form is sent back to Jessie Stellini.

5) A confirmation email will be sent back to the student instructor and Kim Travlos, on behalf of the Committee on Courses.

6) The confirmed Room Reservation Form must be included in your House Course application packet.

The list of West Campus common rooms is noted below:

<table>
<thead>
<tr>
<th>Craven:</th>
<th>Edens:</th>
<th>Few:</th>
<th>Kilgo:</th>
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</thead>
<tbody>
<tr>
<td>House A, 1st fl commons</td>
<td>1A 100</td>
<td>FF101</td>
<td>I-101 Commons</td>
</tr>
<tr>
<td>House B, 1st fl commons</td>
<td>1A 300</td>
<td>FF201</td>
<td>J-101 Commons</td>
</tr>
<tr>
<td>House C, 1st fl commons</td>
<td>1B 100</td>
<td>FF301</td>
<td>K-101 Commons</td>
</tr>
<tr>
<td>House D, 2nd fl commons</td>
<td>1B 104</td>
<td>GG Tower</td>
<td></td>
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<tr>
<td>House E, 1st fl commons</td>
<td>1C Lower</td>
<td>GG001</td>
<td>N-001 Commons</td>
</tr>
<tr>
<td>House F, 1st fl commons</td>
<td>1C 100</td>
<td>GG101</td>
<td>N-001 Seminar</td>
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<tr>
<td>House R/S, 1st fl commons</td>
<td>1C 300</td>
<td>GG201</td>
<td>O-101 Commons</td>
</tr>
<tr>
<td>House T/U, 1st fl commons</td>
<td>1C 309</td>
<td>GG301</td>
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<tr>
<td>House Vo/Voo, 1st fl commons</td>
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<td>HH101</td>
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<td>Keohane:</td>
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<td>House X, 1st fl commons</td>
<td>2C 100</td>
<td>HH201</td>
<td>4A 201LR</td>
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<td>House Y, 1st fl commons</td>
<td>2C 301</td>
<td>Great Room (HH Basement)</td>
<td>4B 201D</td>
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<tr>
<td>House Z/A, 1st fl commons</td>
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<td></td>
<td>4B 301D</td>
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<td>Crowell:</td>
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<tr>
<td>BB 101C</td>
<td>3A 209</td>
<td>C001R, C001 Study</td>
<td>4B 401LR</td>
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<tr>
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<td>3A 309</td>
<td>C002R/C003R</td>
<td>4B 402LR</td>
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Weekly House Course Room Reservation

Instructor Name: __________________________________________________

Instructor Email: __________________________________________________

House Course Title: ________________________________________________

Reservation Details:

Room Reserved (Room #, House, & Quad): ____________________________

Day of week: _______________________________________________________

Date of first class: _________________________________________________

Date of last class: _________________________________________________

Time: __________________ (start) to ____________________ (end)

Class size: _______________

***I, ______________________________ (Instructor), agree to use the Room Reserved during the approved reservation dates and times. My course will begin and end promptly at the times listed above. I agree to leave the room clean and returned to its original configuration within the time parameters.

If my House Course is not approved, I agree to contact both the House President or Residence Coordinator and Program Coordinator to cancel this reservation.

_________________________________________           ________________
Instructor Signature                             Date

*** We, __________________________________ (House Name), agree to allow the Instructor to use the Room Reserved for the above named House Course during the approved reservation dates and times. We are responsible for notifying members of our house that the Room Reserved will be unavailable for other uses when the House Course is in session.

House President/Residence Coordinator Name: __________________________

Email: ____________________________________________________________

____________________________________________        ________________
House President/ Residence Coordinator Signature                        Date

Please submit a signed copy of this form to Jessie Stellini, Program Coordinator, in the HDRL West Campus Office in Craven D, or via email at jessie.stellini@duke.edu