



James B. Duke House Rental

Christine G Poggi <christine.poggi@nyu.edu>

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Reply-To: christine.poggi@nyu.edu

To: ifa-notice@nyu.edu, Christine Poggi <christine.poggi@nyu.edu>

Dear Institute Community,

The Duke House will be the location for a major corporate event next week and will be closed to our community from **Thursday, April 28 through Tuesday, May 3. Beginning at 8am on Monday, April 25 the main entrance will be closed but the Duke House will be open with access through the side entrance.** All classes that are scheduled to take place from April 28 - May 3 will need to be moved to Zoom. As with all large-scale rentals, the Academic Office and Library staff are always available to work with you individually.

CORPORATE EVENT - WHAT TO EXPECT:

Monday, April 25 - Wednesday, April 27

The main entrance of the Duke House will be closed and access will be through the side entrance. Please be prepared to show your ID, Daily Screener, and have your bags checked.

Thursday, April 28 - Tuesday, May 3

NO DUKE HOUSE ACCESS

Wednesday, May 4

USE FRONT ENTRANCE - ALL FLOOR ACCESS - CLASSES RESUME

Point Persons Wil Manzo, Sarah Higby, and Sofia Palumbo-Dawson, and their staff will be dedicated to supervising the preparation, event, and re-set of the house. This effort will require all their time and attention during this window of time and we ask for your understanding of their roles during this period.

We recognize that this rental comes at an inconvenient time as we all work to wrap up this semester and apologize for the disruption. The rental has been in negotiation for over a month, but the contract was only signed yesterday. It is a very significant event, with multiple moving parts and was quite complex to organize. I would like to offer special thanks to our wonderful administrators and staff members who spent countless hours on this. They include Sarah Higby, Sofia Palumbo-Dawson, Wil Manzo, and others on their teams.

Please know that all proceeds from this event, and other Duke House rentals, go to student fellowships. We appreciate all of your support and thank you for your understanding.

If you have questions, before or during the preparation and event, please let me know. You may also contact Sofia Palumbo-Dawson for further information.

Thank you to everyone for your understanding and cooperation.

With best wishes,

Chris

—
Christine Poggi

Judy and Michael Steinhardt Director
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