

Regulations for Use of Duke Forest Recreational Shelters Duke University Students

Social or university-related gatherings are permitted at the Rigsbee Shelter (Gate F) and the Bobby Ross, Jr. Memorial Shelter (Gate C), both located off of NC 751. Picnic areas must be reserved through the Office of the Duke Forest at **least 14 days** prior to using a site. Parties using a site are permitted to access the site only on the day(s) that they have reserved and paid for. Reservations are taken on a first-come, first-serve basis. It is Duke Forest policy to reserve sites for one party per day. Please keep in mind that Duke Forest Staff is only able to visit the shelters once during the work week so there will be no site inspections or trash collection between reservations on a given weekend.

The following rules have been established for your protection and the protection of the Forest. Any person(s) found in violation of these rules may be prohibited from using Duke Forest sites in the future:

1. Consumption of alcoholic beverages is permitted at the Gate C and F sites so long as all applicable laws and University regulations are followed. Alcoholic beverages must not be served to minors. **IF ALCOHOL WILL BE CONSUMED, ARRANGEMENTS MUST BE MADE TO SECURE A DUKE UNIVERSITY POLICE PRESENCE AT THE EVENT FOR THE ENTIRE DURATION OF THE EVENT** (*requests to Duke Police must be made at least 10 days prior to the event*). **Once arrangements have been made with Duke Police, the Office of the Duke Forest must receive a confirmation document that includes the name and date of the event, the number of officers that will be present, and the times that they will be present.**

Initial here: _____

2. A deposit in the amount of \$500.00 is required for use of the site, in addition to the rental fee. Any or all of this deposit may be retained by the Office of the Duke Forest should there be a violation(s) of any of the rules listed in this document.
3. Picnic sites must be left clean and all site amenities, e.g. picnic tables, must be left undisturbed and in the condition they were found in. The cleaning and pick-up at the site must be completed by the end of the rental period, which means by 11:59pm on the day of the event.
4. All trash must be properly disposed of in the containers provided at each site. Trash barrels have been provided and are emptied weekly. Please recycle your materials using the labeled recycle bins.
5. Picnic sites close at 11:00pm. All persons except for event organizers and/or designated clean-up persons must be off the site by 11:00pm. Anyone else remaining past 11:00pm will be considered trespassers.
6. No fires of any kind are permitted, except in grills, the Gate C - Ross Shelter fireplace, and the Gate F - Rigsbee Shelter fire ring. ***Fires may be prohibited in periods of high fire danger weather.***
7. Gates must not be blocked at any time. Please park all vehicles so that access to the picnic sites is not restricted. Place links aside when opening the gate. ***Do Not Drive Over Gate Links.***
8. Lock gates (scramble the tumblers on the combination lock) prior to leaving the site.
9. No amplified sound is permitted.
10. No vegetation may be cut, picked, scarred or damaged in any way.
11. No hunting and no weapons are permitted.
12. No camping is permitted.
13. No rock and/or tree climbing is permitted.

By signing the statement below, I take full responsibility for assuring that my organization,
_____, understands the terms listed above and is in full compliance. I also understand
that I, _____, will be held personally responsible for assuring that the above guidelines
are followed and for any damages caused by individuals participating in the event.

Signature: _____ Date: _____ Telephone #: _____

Email address: _____

Name and Date of Event: _____

Number of Individuals in Group: _____

Office Use Only

Rule # 1 Initialed: _____

Deposit Received, Date: _____ (Note: check, cash)

Police Confirmation Received, Date: _____

Picnic Shelter Information

Bobby Ross, Jr. Memorial Shelter (Gate C):

Includes a picnic shelter with a fireplace and four large picnic tables (50-75 person capacity) plus a grill. Site does not have an outhouse, electricity or running water. Shelter is situated at a trailhead for the Shepherd Nature Trail, a self-guided 1.25-mile trail through the surrounding Forest. Fee: \$35.00 Directions: Follow NC 751 northwest towards US Pass Constitution Drive on right; Gate C will be second gate on right past Constitution.

R.L. Rigsbee Shelter (Gate F):

Includes a picnic shelter and tables (50-person capacity), grill, outhouse and volleyball court (net and ball not provided). Site does offer electricity but no running water. Fee: \$40.00 Directions: Follow NC 751 north towards U.S. 70. Pass Kerley Rd; Gate F will be on the left immediately after Gate 12 and before RR bridge.

To Make a Shelter Reservation:

1. Contact the Office of the Duke Forest at (919) 613-8013 to check on shelter availability.
2. Download and submit a Student Request for the Duke Forest Shelter to dukeforest@duke.edu.
3. Await a response from the Office of the Duke Forest to determine whether or not the event has been approved.
4. Upon receiving an approval notice for the event from the Office of the Duke Forest, pay for the picnic shelter rental and bring a \$500 check for the deposit, as well as a completed copy of the Regulations for Use (see above) to the Office.
5. If necessary, submit a staffing request to Duke University Police and provide the Office of the Duke Forest with appropriate confirmation documentation (see details under Rule #1 of the Regulations for Use).
6. If necessary, demonstrate compliance with any additional conditions required by the Office of the Duke Forest in the approval notice.
7. Reservations may be cancelled at any time if these steps are not followed, or if any requests by the Office of the Duke Forest are not completed.

