



DUKE FOREST
Teaching & Research Laboratory
ESTABLISHED 1951

Student Request for Duke Forest Recreational Shelter

Please fill out the following information:

- Name, email address, and affiliation (*e.g. fraternity/sorority name*):
- Name, email address, and affiliation of primary contact person for the event (*if different from above*):
- Name of event:
- Name of event host (*if different from affiliation*):
- Requested date of event:
- Requested shelter:

Please answer the following questions:

1. Have you used the Duke Forest to host events before? If so, when?
2. Will there be alcohol at this event? *If so, please arrange for a Duke University Police presence.*
3. Will party monitors be present? *If so, please provide names:*
4. What is the expected attendance number?
5. Who is the intended audience?
6. Will the event be listed on the University calendar?
7. Will the event be catered?
8. Will the event require tents? If so, how many and what sizes?
9. Will vendors be invited?
10. Will decorations be put up?

Signature: _____

Date: _____

Email: _____

Phone: _____