



DUKE FOREST
Teaching & Research Laboratory
ESTABLISHED 1931

Duke University Undergraduate Students Recreational Shelter Reservation Process

To Make a Shelter Reservation:

Student safety is our number one priority. For that reason and for the protection of the Duke Forest and its infrastructure, we require all undergraduates at Duke (or any other local school) to follow these procedures below.

1. Contact the Office of the Duke Forest at (919) 613-8013 to check on shelter availability for the date requested **at least 14 days prior**. Please indicate that you are an undergraduate student.
2. Print and complete [Undergraduate Student Request for the Duke Forest Shelter](#) (Page 2) and email to dukeforest@duke.edu or bring it to the Duke Forest Office in person.
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](#) (Page 3-4) to the Office.
5. If necessary, agree to abide by all Duke University [alcohol policies](#) and [undergraduate alcohol policies](#) and submit a staffing request to Duke University Police and provide the Office of the Duke Forest with appropriate confirmation documentation.
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 canceled at any time if these steps are not followed, or if any requests by the Office of the Duke Forest are not completed.

Undergraduate Student Request for Duke Forest Recreational Shelter

Name, email address, and affiliation (<i>e.g. fraternity/sorority name</i>)		
Name, email address, and affiliation of primary contact person for the event (<i>if different from above</i>)		
Name of event		
Name of event host (<i>if different from affiliation</i>)		
Requested shelter (<i>circle one</i>):	Gate C Bobby Ross, Jr. Memorial Shelter Gate F R.L. Rigsbee Shelter	Requested date of event:

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, certify that you have read and will abide by Duke University's Alcohol Policies and will additionally arrange for a Duke University Police presence. x _____ (initial) https://policies.duke.edu/students/universitywide/alcohol.php
3.	Will party monitors be present? <i>If so, please provide names and contact info:</i>	
4.	What is the expected attendance?	
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? <i>If so, how many and what sizes?</i>	
9.	Will vendors be invited?	
10.	Will decorations be put up?	

Signature: _____
 Printed Name: _____
 Date: _____
 Email: _____
 Phone: _____



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Regulations for Use of Duke Forest Recreational Shelters by Duke University Undergraduate 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's website at dukeforest.duke.edu/recreation/picnicking-receptions/ 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. If special equipment related to your rental requires a different date of pickup or delivery, you must reserve the shelter for the additional days. Please speak with Duke Forest Staff to coordinate. 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. If alcoholic beverages will be consumed, event organizers must read and agree to abide by ALL of Duke University's Alcohol policies: (1) University Wide Alcohol Policy (<https://policies.duke.edu/alcohol-policy>), (2) Undergraduate Alcohol Policy (<https://registrar.duke.edu/university-bulletins/duke-community-standard>), and (3) GPSC Alcohol Policy (<http://dukegpsc.org/general-assembly/bylaws/alcohol-policy/>).

Initial here: _____

3. 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.
4. 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.
5. 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.
6. 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.
7. 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.***
8. 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.***
9. Lock gates (scramble the tumblers on the combination lock) prior to leaving the site.
10. No amplified sound is permitted.
11. No vegetation may be cut, picked, scarred or damaged in any way.

12. No hunting and no weapons are permitted.

13. No camping is permitted.

14. 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 and will remain 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: _____

Printed Name: _____

Date: _____

Email: _____

Phone: _____

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: _____
