



**DUKE FOREST**  
Teaching & Research Laboratory  
ESTABLISHED 1931

## **Duke Forest Recreational Shelters Rules and Regulations**

Small social or university-related gatherings are permitted at the **R. L. 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 prior to using a site. Reservations are taken on a first-come, first-served basis. Shelter reservations are granted to one party per day. Duke Forest Staff do not provide site inspections or trash collection between reservations occurring Friday through Sunday.

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. The two shelters and their picnic sites are appropriate for small gatherings (e.g. office picnic, family gathering, intimate ceremonies, birthday parties). The sites are not appropriate for large wedding ceremonies or similar complex events. No additional structures like party tents, dance floors, or elaborate decorative elements may be added.
2. Picnic sites must be left clean and in the same condition they were found. Please do not move picnic tables or trash cans. Site clean-up must be completed by the end of the rental period, which is 11:59pm on the day of the event.
3. All trash and recycling must be properly disposed of in the labeled containers provided at each site. If you have more trash or recycling than can be disposed of in the container, you must take additional trash or recycling with you.
4. Picnic sites close at 11:00 p.m. All persons except for event organizers and/or designated clean-up persons must be off the site by 11:00 p.m. Anyone else remaining past 11:00 p.m. will be considered trespassers.
5. Fires are only permitted in grills and in the fire pit at Gate F – R.L. Rigsbee Shelter and the fireplace at Gate C - Bobby Ross Jr. Memorial Shelter. You are responsible for bringing enough water to completely extinguish all fires. Drench fires and coals with water.
  - i. **Unattended embers can reignite and cause a forest fire.**
  - ii. **Fires may be prohibited in periods of high fire danger weather.**
6. Gates must remain unlocked during the event. Please park all vehicles so that access is not restricted to the picnic sites. Place links aside when opening gate. ***Do Not Drive Over Links.***
7. Lock gates (scramble the tumblers on the combination lock) prior to leaving site.
8. No vegetation may be cut, picked, scarred or damaged in any way.
9. No hunting and no weapons are permitted.
10. No camping is permitted.
11. No rock and/or tree climbing is permitted.
12. Consumption of alcoholic beverages is permitted at the picnic sites so long as all applicable laws and University regulations are followed. Alcoholic beverages must not be served to minors. 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/>).

## DUKE FOREST PICNIC SHELTER CHECK LIST

**Please print this checklist and take it with you for your event.**

- ☐ Open gate with combination \_\_\_\_\_. Pull chain links aside. Gate must remain open during event. ***Do Not Drive Over Links.***
- ☐ **CAMPFIRE and FIREPLACE RULES**
  - Campfires are only permitted in the fire ring at Gate F and in the fireplace at Gate C.
  - No campfires are permitted if winds are greater than 15 mph.
  - Campfires must be supervised by a responsible adult at all times.
  - Campfires must be fully extinguished and drenched with water before you leave the site.
- ☐ Dispose of trash and recycling in labeled bins. If you have more trash or recycling than the bins can accommodate, take any remaining trash with you.
- ☐ Leave the site clean and in excellent condition for the next renter. Please do not move picnic tables.
- ☐ Close and lock the electric panel box (Gate F – Rigsbee Shelter only).
- ☐ Close and lock the firewood box (gate C – Bobby Ross Jr. Memorial Shelter only).
- ☐ Close and lock the gate.

