

GUIDELINES FOR THE USE OF THE COMMUNITY ROOM AND LOBBY AT DUKE RESEARCH @ PICKETT ROAD

Duke Research @ Pickett Road (R@P) is a free-standing research facility designed to promote integrated research communities and to enable innovative partnered approaches for prioritizing and solving health problems. Our Community Room is a welcoming and flexible environment that encourages idea sharing and teamwork. Our lobby is a sweeping light-filled inviting space. The Community Room and lobby may be reserved by Duke community members and partners for events and meetings. The Community Room and lobby spaces may not be reserved for any for-profit event.

Reservations

- The Community Room and lobby at R@P must be reserved. Please complete the [online room reservation form](#) or call (919) 613-1200 for assistance in completing the reservation form. Walk-ins are not permitted.
- Groups interested in using the Community Room or lobby must be sponsored by a Duke employee, department, or unit.
- R@P opens weekdays at 7:30am. Evenings and weekends may be available upon request. For activities after 5:00pm on weekdays or on weekends, two of the Duke staff/faculty partners must be in attendance. The lobby may not be used (including set-up) before 5:00pm during weekdays.
- To reserve, submit a request including meeting date(s) and requested space (Community Room and/or lobby). The R@P Manager will respond and schedule a time for an onsite orientation to the facility for first time users.
- Maximum room capacity is 65 for auditorium seating in the Community Room and 95 in the lobby. Seating with tables will reduce the capacity.
- If your event is cancelled, you must notify the R@P Manager of the cancellation at least 24 hours prior to the time of reservation.

Fees

- There are no fees to use the Community room or lobby for general community meetings, with the following exceptions:
- A Duke fund code will be collected from the sponsoring Duke department/division for all reservations in the event a cleaning fee needs to be charged (\$32.50/hr). The group using the space is responsible for cleanup. Please leave the room in the manner in which you found it.
- If the meeting includes any research study-related activities, including screenings or meetings that are part of a research study, fees will apply and will be charged through an approved MOU.

Room usage, AV equipment, and catering

- The group reserving the space is responsible for set-up and clean up, and the room reservation must include an appropriate amount of time for these activities.
- The Community Room has a projector, screen, and two wireless microphones available for use. R@P does not provide A/V Staff for event support. Our A/V system is user friendly; we encourage those using the space to visit the space before their event to familiarize themselves with the systems and test their devices and presentations. Groups wishing to have A/V support on site are welcome to contract A/V support through the vendor of their choice.
- R@P does not provide food or drink, food and drink consumables, office supplies, handouts, equipment, or event décor. Please bring any necessary supplies and catering. The serving of alcohol is not permitted. A small break room kitchen can be made available for cleanup upon request.
- Restrooms are conveniently located adjacent to the meeting space.
- Tables and chairs may be rearranged to provide appropriate seating options. Groups are responsible for the restoration of the room to the original configuration and a clean, safe condition.

Minors in programs at Duke

- Duke has adopted a Policy for Minors in Duke University Programs to establish safeguards for children under the age of 18 who participate in Duke activities and programs on university land and in facilities.
- The policy requires any program involving Minors using University facilities to register their program. Details and registration information can be found at: <https://forms.hr.duke.edu/minors/>.

Building access and security

- Duke Research at Pickett Road is located at 3024 Pickett Road. The site has free surface parking and a drive-through entrance.
- All participants are to enter through the front entrance during business hours. For security purposes, doors are not to be propped open.
- Evening and weekend events will be provided individual guidelines on accessing the building.
- Groups are only allowed access to the Community Room and adjacent space and lobby, if reserved, unless prior approval is obtained. Groups will not have access to other areas of the building.
- Please remind your participants to be considerate of activities and other meetings that are taking place in the building.
- R@P does not have or provide security personnel on site.
- For any emergency, call 911. Fire extinguishers and pull alarms are located throughout the building. For non-urgent questions, call Debra Freeman at 919-613-1223 (office) or 919-971-2370 (cell)

Groups who do not comply with these guidelines will not be permitted to schedule future events at R@P.