Guidelines and Terms of Use for the GPSC House

1. Definitions
   a. **Applicant.** Person(s) applying to use the House for a student group event.
   b. **DO.** Graduate and Professional Student Council Director of Operations.
   c. **Duke.** Duke University
   d. **GPSC.** Graduate and Professional Student Council
   e. **House.** GPSC House, located at 306 Alexander Ave., Durham, NC 27708
   f. **Student group, group.** University-recognized (DukeGroups registered) student group capable of receiving group funding from GPSC

2. Introduction
   The GPSC House is the headquarters of GPSC. Since GPSC is an umbrella organization for all nine graduate and professional schools at Duke, the House has been made available for student groups to use. The purpose of this document is to describe the appropriate uses of the house, the rules of using the house, and how to reserve it.

3. Facilities
   a. **Ground Level.** The first floor of the House contains the following facilities available for student group use:
      i. **Reception area (maximum 25 occupants)**
      ii. **Kitchen.** Contains a table for food and/or drinks, a refrigerator/freezer, microwave, sink, and coffee maker.
      iii. **Small breakout room (maximum 10 occupants)**
      iv. **Medium breakout room (maximum 15 occupants) with restroom**
      v. **Handicap-accessible restroom**
b. Downstairs.
   i. Small reception area (maximum 8-10 occupants)
   ii. Medium breakout room (maximum 12 occupants)

c. Outdoors
   i. North lawn (maximum 25 people)
   ii. South lawn and carport (maximum 100 people)
   iii. Back yard, small area for grilling

4. Qualifying Groups and Applicants
   The House shall be available for University-recognized student groups only. Any group seeking to use the House must have an active registration on DukeGroups.com and provide a link to the group in the space reservation application. The individual applicant must be listed as a member of the qualifying group on the DukeGroups roster.

5. Qualifying Events
   The purpose of having events at the House is primarily to allow groups with members in multiple departments, programs, or schools to meet in a neutral location. The types of events that will be considered are as follows:
   a. Student group meetings, one-time or recurring.
   b. Social gatherings of primarily (at least 90 percent) students and their immediate families.
   c. Academic meetings/conferences that may be open to the public.

6. Terms of use
   This section contains the rules for using the House. Groups violating any of these rules may lose the privilege of using the House for future events. The DO reserves the right to be present at the House during or after any event to ensure compliance.
   a. Safety and Security
      i. The House will be accessible to students during approved events via the front door with a valid DukeCard. Any access to the House outside event windows must be coordinated with the DO.
      ii. The front door is not to be propped open. It will set off a silent alarm and Duke Police will be dispatched to the House.
      iii. The security system panel must not be manipulated in any way.
      iv. The side door in the kitchen may be left open only during events held on the South Lawn.
      v. The back door must be closed at all times.
vi. The back and side doors must be closed and dead bolted from the inside after each event.

vii. All windows must be closed and locked, and all blinds must be down and in the closed position, at the end of each event.

viii. The interior lights must be left off after the end of each event.

ix. The exterior lights on the front porch and in the car port must be left on at all times.

b. Use of facilities

i. The DO will check the House prior to each event to be sure everything is in order. Groups will be notified of known issues prior to the event.

ii. Forced entry into locked rooms is prohibited.

iii. Entry into rooms or areas not listed in the Facilities section is prohibited.

iv. At the conclusion of an event, groups are responsible for returning all items and furniture to the configurations specified at http://tinyurl.com/kzkq4kg.

c. Alcohol

i. If alcohol is to be provided at an event, it must be stated in the application.

ii. Groups must check the government ID of all attendees of events where alcohol is present. Those who are over 21 and wish to drink must be easily identifiable with a wristband, hand stamp, or the like.

iii. Groups must follow Duke's University-wide alcohol policy, which includes, but is not limited to, abiding by all North Carolina state laws. Duke's policy is posted at https://studentaffairs.duke.edu/conduct/z-policies/alcohol-policy. North Carolina General Statutes Chapter 18B: Regulation of Alcoholic Beverages is posted at http://www.ncleg.net/gascripts/Statutes/StatutesTOC.pl?Chapter=0018B.

iv. Groups are responsible for monitoring alcohol use, preventing those who have had too much alcohol from drinking more, and calling cabs or other transportation for event attendees if necessary. GPSC is not liable for any issues that arise as a result of alcohol use.

d. Use of materials/equipment

i. GPSC-owned equipment that may be used or borrowed, if available, by groups during events are as follows:

1. Refrigerator
2. Microwave
3. Coffee maker
4. Coolers (2 available)
5. Projector
6. Portable speaker
7. Cornhole (2 sets available)
8. Folding tables (6-foot resin, 4 available)
9. Popup canopies (2 available)
10. Folding chairs (12 available)
11. Grill (charcoal)

ii. If a group desires to use any of these items, it must be indicated in the application.

iii. Availability of the House does not constitute availability of any of the above items. If the application is accepted, the DO will indicate which items will be available for the group to use.

iv. Any items borrowed from GPSC must be clean and left in the kitchen before a group leaves the House. Coolers and water jugs must be left open to dry.

v. The group will be responsible for replacing any items that are negligently lost, destroyed, or damaged beyond use. The DO reserves the right to determine if such damage is accidental or negligent.

e. Items to be provided by GPSC
GPSC will ensure that the house has paper towels, toilet paper, soap, and garbage bags prior to each event. The DO will notify a group if any items deemed essential will not be present at the start of an event.

f. Items to be provided by the group
Other than items provided by GPSC as stated above, any materials needed for events, including food, drinks, paper products, cups, utensils, ice, wristbands, etc. are to be provided by the group holding the event.

g. Occupancy
i. The maximum occupancy inside the house is 60 people.
ii. The maximum occupancy on the North lawn is 25 people.
iii. The maximum occupancy on the South lawn is 100 people.
iv. No animals or pets are allowed inside the house except for service animals.

h. Waste
i. All recyclable items must be placed in the small recycling bin in the kitchen or in the large bins in the carport. If these are full, groups
will place recyclable items in a garbage bag and place the bag next to the outdoor recycling bins.

ii. All garbage must be placed in the bins throughout the House or in a bag in the large bin outdoors.

iii. There are two large garbage bins in the basement that may be used for larger and/or outdoor events.

iv. For outdoor events, all garbage must be placed in bags and put inside the large wheeled bin on the side of the house.

i. Liability. GPSC assumes no liability for any actions at the House that result in police involvement [I totally need help with this clause...a lawyer I am not]

j. Event advertisement. All approved events must be advertised in the GPSC News at least one week prior to the event. The form for submitting events to the newsletter is located at http://tinyurl.com/GPSCNewsSubmit.

k. Reporting issues. Any issues regarding the House must be reported to the DO at gpsc.operations@gmail.com within 12 hours of the conclusion of the event.

l. Agreeing to Terms of Use. Groups agree to these terms of use by submitting the application located at http://tinyurl.com/GPSCHouseApplication.

7. How to reserve the House

a. Check the calendar. The DO maintains a calendar of the availability of the house at www.tinyurl.com/GPSCHouseCalendar. In the application, the applicant must provide three preferences for the time and date during which the event can be held.

b. Submit an application. The application to use the House for an event is located at http://tinyurl.com/GPSCHouseApplication. The applicant must provide detailed information about the student group and the event. Incomplete applications will be rejected. Submit the application no later than fourteen (14) days prior to when you would like to have the event.

c. Applicants will be informed by the DO of the decision about the application. Decisions are final, but applicants may reapply.