

THE EPISCOPAL CENTER AT DUKE UNIVERSITY
505 Alexander Avenue
Durham NC 27705
(919) 286-0624

Building Use Guidelines

This document outlines the guidelines for the use of the facilities at The Episcopal Center at Duke (EC).

1. Parking is available in the lot adjacent to the EC and the Duke Campus Police building, as well as on the street.
2. Please do not place food waste in trashcans other than the large trashcan in the kitchen. Bathrooms should not be used for preparing beverages.
3. Please do not put any perishable items in the refrigerator.
4. The EC encourages recycling. Please place all recyclables in the bins in the kitchen. Paper recycling is available at the end of the hall, next to the Chaplain's office.
5. Smoking is prohibited at the EC.
6. There are chairs and cushions available for use, located in the closet next to the front door in the main room. Please return to the closet after use, and leave the closet in the same state it was found.
7. Users may rearrange the furniture in the main room to suit their meeting needs, and return to the configuration it was in at the start of your meeting. Please be careful with the furniture, as many of the pieces are old.
8. Any spills on floors and carpets must be mopped up at once and cleaned as much as possible.
9. Do not use the Chapel area (the room beyond the petitions) without making prior arrangements with EC staff.
10. There is a phone available for local call in the library.
11. Complete the checklist below prior to the conclusion of your event.
12. Lock all doors and windows prior to leaving the building.
13. For urgent problems, call the Chaplain, the Rev. Nils Chittenden (cell: 919-599-2995), or the Administrative Assistant, Carol Barnhill (home: 919-384-7254)
14. For life-threatening emergencies, dial 911 for the Durham Police, and then call Duke Police at 684-2444 as they are next door to the building and may be able to render assistance.

Before leaving the building, please do the following:

14. Doors and windows closed and locked
15. All food trash placed in large trash can in the kitchen
16. If trash can is full, bag must be taken to dumpster
17. Trash can must be placed in alcove beside refrigerator, must have bag, must have be covered
18. Kitchen countertops cleaned
19. All dishes, cups, etc used must be washed and put away in correct cupboard

- 20 No immediately perishable items may be placed in refrigerator, any perishable items left will be discarded
- 21 Chairs and tables in Great Room must be left in the pattern that they were found
- 22 Spills on floors and carpets must be mopped and cleaned at once
- 23 The bathrooms may not be used to prepare beverages
- 24 HVAC control panels in the hallway and Great Room must be switched to “auto” upon departure
- 25 All interior lights off
- 26 Storage closet off the great room must be left as it was found
- 27 **Lock all exterior doors before leaving the premises**