

5k/Walk Info Sheet

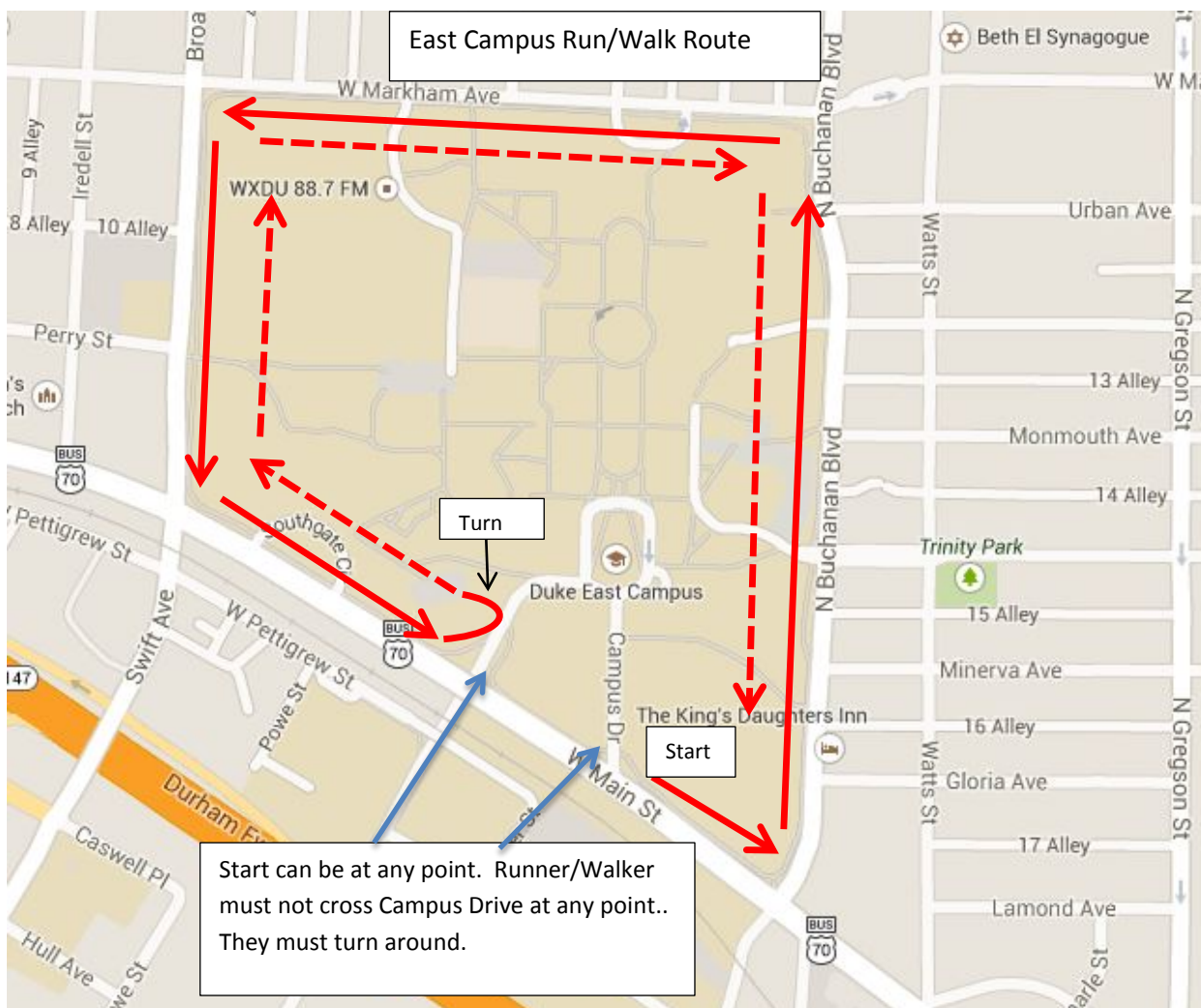
Duke's East Campus trail hosts numerous 5k/walks for Duke departments and student organizations. All 5k/walks must be sponsored or hosted by a Duke department or student organization. Please review the information below to learn more about 5k/walks on Duke's East Campus.

5k/Walk Route:

The only approved route is on East Campus. 5k/walks are not permitted in other areas on campus. The approved route is listed and pictured below:

Your route is not to cross Campus Drive. Begin on the lawn at Main St and Campus Dr, proceed towards Buchanan Blvd, around the wall until you reach Campus Dr, at east campus bridge. At this point you must go back the way you came and you will end where you began on the lawn at Campus Drive and Main St. Please see picture of route below:

Groups that cross Campus Dr. have the potential to be banned from hosting 5k/walks on campus in the future.



Reservation:

To host a 5k/walk you must reserve the East Campus Lawn. You can reserve the East Campus Lawn here:

https://em.win.duke.edu/iebms/va/va_p5_booking_calendar.aspx?oc=10&cc=VA06&mode=onedate

Approval:

Once, you have completed the reservation request, a CES Event Planner will follow up for more information. At that time, your request will be submitted to Duke Police for approval. Student Groups will also need approval on Duke Groups.

Police Presence:

5k/walks which have over 100 participants require police presence. The CES Event Planner will connect you with Duke Police to discuss event logistics.

Amplified Sound:

Amplified Sound is only permitted during certain hours due to the proximity of residence halls and office buildings. The amplified sound hours are noted below.

- 5:00 p.m.-midnight Friday
- Noon-midnight Saturday
- Noon-6:00 p.m. Sunday

5k/walks that take place outside amplified sound hours will not be granted permission to have amplified sound via speakers and a mic. Groups can rent megaphones through CES for \$20, if they wish to use them for starting the race and crowd management.

Equipment Rental:

The CES event planner will also coordinate any equipment you need to rent including, tables, chairs, AV, staging, trash cans, etc. Please mention any equipment needs to the CES Event Planner.

Additional Student Information:

- Duke Groups – Submit your 5k to Duke Groups as soon as you've selected a date
- Registration – Use approved registration methods like Duke Groups or Registration Services. Eventbrite is NOT an approved way of collecting registration.
- Fundraising – Monies must be collected through an approved channel and deposited into the student group account. Approved ways of collecting donations are cash, flex, or check. Venmo or other web platforms are not allowed.

Questions? Email eventservices@duke.edu