

Duke Law School Commercial Vendor Guidelines

Duke University is a private entity and commercial vendors are not permitted to use the Law School facilities except as described herein. If a vendor can show that the product they are offering is beneficial to students, faculty, or staff (“Law School community”), if space is available, and if they can satisfy the guidelines listed below, commercial vendors may be allowed to sell and advertise goods/services at Duke Law School.

Commercial vendors must obtain permission, in writing, from the Office of Student Affairs (OSA) to use any law school space with the exception of the library. Use of the library space for training and assistance for students in using research databases must be approved by the library’s Head of Reference Services and/or Legal Research Director and is governed by the library’s Vendor Manual. Vendors may also contact the reference desk for assistance, or other reference librarians, if the Head of Reference Services is unavailable.

Duke Law School does not endorse any specific commercial vendor.

Sales

The cost of the product or service must be in writing and available at the time of sale to include all fees being charged, payment amounts, the payment schedule, the full cost of the product, and any interest charged.

Contracts

Any contracts signed between an associate or assistant dean, or other authorized member of the administration, and a commercial vendor must, at minimum, allow the contract to be cancelled, for cause or not, within five (5) business days of completing the contract without penalty and with a full refund.

The commercial vendor may prorate refunds after five (5) business days. The terms of refund and proration must be presented on the contract.

No vendor selling goods or services in the Law School may sign a contract for services with a student who has completed less than one-third of their course of study.

Refunds

Refunds must be returned to the purchaser within 30 days of receiving the purchaser’s request for a refund. The terms of refund must be presented in writing at the time of sale.

The commercial vendor may prorate refunds after five (5) business days. The terms of proration must be in writing and presented at the time of sale.

Materials

The Associate Dean for Academic Affairs or the Associate Dean for Student Affairs (or their designee) may prohibit commercial vendors from selling or giving course outlines, course briefing books, or any other materials that can be used for class preparation if they believe those materials are inconsistent with the educational mission or academic standards of Duke Law School.

Advertising

Approved commercial vendors are free to advertise any scheduled training or information session to be held in the law school through posters or flyers. Print advertisements may be placed on any bulletin board in the Law School (library Document Production Room; over student mail folders on level 2; restrooms; etc.). Signs may not be taped to any other surfaces. Signs which disparage competing services are expressly forbidden. The Office of Student Affairs will review postings and determine compliance with these policies.

Announcements of workshops and table days may also be placed in the Duke Law Daily, a blog and email newsletter to the Law School community. A NetID is required for submissions, which can be placed by vendor student representatives at <https://law.duke.edu/communityinfo/submissions/>.

Contact Policies

Approved commercial vendors may not contact faculty and staff members regarding building use as all such requests begin with the Office of Student Affairs. However, Duke Law faculty and staff members may contact vendors directly on a variety of topics. To provide our faculty with the most efficient service, vendors should respond directly to these questions, and copy the Assistant Dean for Student Affairs or the library's Head of Reference Services and/or Legal Research Director as appropriate in order to assist with any follow-up.

Student Representatives

Approved commercial vendors may hire law student representatives to facilitate services or offer products to the law school community. All students employed by the vendor must be limited to 20 hours of work per week. A commercial vendor may not employ a first year student.

Approved commercial vendors will provide the Assistant Dean for Student Affairs with student representative schedules and contact information. Student representatives are expected to abide by the same requirements as the vendor with regard to advertisements and contact with the Duke Law community.

Tabling

Approved commercial vendors may advertise their products and services using tables provided by the Law School. Tabling shall be allowed in designated areas only. Currently, that location is just outside of the library on the third floor.

Either the vendor or a student representative may request through OSA a table for one day per week during the pre-approved times of the year. During special times of the year such as orientation or graduation, vendors may table more or less as determined by the OSA. No commercial vendor will be permitted to table or hold events at the Law School during reading periods or during final exam periods.

Sponsoring Student Organizations

Approved commercial vendors may sponsor four (4) events per month in the Law School with registered law student organizations provided that dissemination of information about their goods/services or solicitation is not the sole purpose of the event and provided that significant promotion does not take place at the event. A brief presentation and handouts are acceptable.

Direct Sales and/or Services

Approved commercial vendors may give up to four (4) presentations per month about their services, provided they have permission from the Assistant Dean for Student Affairs and have paid the appropriate fee. Room reservations should be submitted to the Director of Events for the Law School.

During the summer, and with permission of the Associate or Assistant Dean of Student Affairs, approved commercial vendors may request space in the Law School to deliver services.

If vendors would like to have patrons in attendance who are not Duke Law students, they should obtain permission from the Assistant Dean of Student Affairs. These events are handled on a case by case basis.

Reservations will be date/time stamped. The first approved vendor making the reservation has priority. Official law school events have priority over all non-law school events and reservations may be rescheduled or relocated in the event of a conflict.

Parking

The law school does not arrange parking for vendors. Vendors who visit campus regularly may purchase a special service parking "Individual Zone Permit" to the nearby Chemistry lot from the University Parking & Transportation Office. The special permit information and applications are available online at http://parking.duke.edu/parking/permits/service_permits.php.

Vendors who visit the campus for only short periods of time may also opt to park in the paid hourly visitor lot on Science Drive (http://parking.duke.edu/parking/visitor_parking/index.php), across the street from the Fuqua School of Business. This lot is frequently guarded for private event parking; however, the Law School Building Manager has an agreement with the University that ten spaces are to be made available for Law guest parking when the lot is blocked to other visitors.

Criteria for Commercial Vendor Approval

Decisions on whether to grant or deny approval to sponsor events, table, present, reserve rooms, and all other building uses will be based on the benefit of the services to the law school community, as determined by the Associate or Assistant Dean for Student Affairs. In determining the potential benefit, the Law School will consider a variety of factors including, but not limited to: the service or product the vendor seeks to provide; the quality and effectiveness of the service or product; time the vendor has existed and the Law School's past experience with them; student interest in the service or product; and any other relevant information known at the time.

Policy Violations

The Associate or Assistant Dean for Student Affairs may bar vendors who violate this policy from the Law School premises.