THE INFORMATION CONTAINED IN THIS DOCUMENT IS BASED ON STUDENT HOUSING SERVICES’ “2014-2015 RESIDENCE AGREEMENT.” THESE POLICIES AND SERVICES MUST BE STRICTLY ADHERED TO AS THEY APPLY TO ACADEMIC YEAR STUDENTS AND TO SUMMER CONFEREES.

STUDENT HOUSING
Ensuring the comfort, cleanliness, and safety of the residences while you are on campus is one of Stanford’s highest priorities. Any questions or concerns about your assigned residences prior to arriving on campus should be directed to your Conference Account Coordinator. Once on campus, safety and facility concerns should be directed to the building’s associated Conference Front Desk (CFD) as well as to your Conference Account Coordinator. They in turn will contact the appropriate department in order to address your concern.

Your Housing Building Manager can also assist you with a pre- and post-conference walk-through of your residence. A walk-through can be arranged through your Conference Account Coordinator prior to the start of your conference. By conducting a walk-through, you will be able to observe and note the existing condition of the building and the individual rooms. If needed, you can reference this information at the end of your program’s stay.

BUILDING ACCESS CONTROL SYSTEM
The University has initiated the installation of a building access control system for the majority of the student residences on campus. The work’s scope will continue throughout the summer in some residences. Please contact your Conference Account Coordinator to learn if your building will be affected.

Once installed, an alarm with an audible message will repeatedly sound off if a door is propped open. After 20 minutes the system will dispatch a University staff member to respond to the alarm. A University staff member will check for security and safety and will also report their findings. If it is reported University staff repeatedly responds to an alarm caused by your conference, a possible fee may incur.

It is against University policy to tamper with any building access equipment, including card readers, audible alarms, door sensors, display panels, or motion sensors. Tampering with these objects is in violation of the Housing Agreement and violators will be subject to substantial fines (minimum $500) and University disciplinary action. Please instruct your staff and participants to not tamper with the building access equipment. If you experience any problems with the equipment, please call your Conference Front Desk or your Conference Account Coordinator immediately.

HEALTH, SECURITY AND SAFETY ISSUES

Life Threatening Emergencies
For any life-threatening emergency, call 9-911 from any campus phone, or 911 from a Door King Unit (or any other phone) to summon fire, police, or paramedic services.

You are responsible for familiarizing yourself with the location of your residence’s alarms, Emergency Assembly Point (EAP), evacuation maps, fire-fighting equipment, and emergency procedures. Fire and earthquake safety information is posted in all residences, and can also be obtained in more detail from your Conference Account Coordinator.
If you lose your keys, fob, or access card and are locked out during normal business hours, please contact the Conference Front Desk staff for your residence. After hours, you may call (650) 725-1602 for lockout assistance. For your safety and the safety of others in the building, please report lost room key and building access cards, or lost fobs, immediately to the Conference Front Desk. A fee equivalent to the lost items’ cost will be charged, and a replacement will be issued by the Conference Front Desk.

Maintenance Emergencies
If there is an emergency situation such as a flood (e.g., overflowing toilet, a shower that won’t turn off, a sleeping room door that won’t lock, etc.), please call your Conference Front Desk and your Conference Account Coordinator for assistance. If your Conference Front Desk is closed, please call 650-725-1602 and a Housing Access Response Team member will respond and assist you.

Security Issues
Stanford strives to provide a safe and secure environment that is conducive to the well-being of all campus guests. However, we advise guests not to leave valuable items in their rooms. It is also essential that sleeping room doors, exterior residence doors, and windows be kept locked at all times as crime does happen, even on an idyllic campus setting such as Stanford. The same unlocked door that lets invited guests in can also let thieves (or worse) in as well. The odds of being a victim of a theft or other crime are reduced dramatically when doors and windows are kept closed and locked, and when the police are called. Phone 9-911 from a campus phone, at any time, to report suspicious people you observe in or around your residence. In addition to filing a police report, please complete the Incident Report, available through the Conference Front Desk, with as much detail as possible.

There are several ways residents can further increase their level of security:
- Ensure that doors latch behind you when you enter or leave a room and/or building.
- Do not prop any door open, especially your sleeping room door or any exterior residence door.
- Disallow “tail-gaiters” (people you do not know) from following you into the building.
- Carry your key(s) and access fob/card with you at all times.
- Never lend your key(s) or access fob/card to anyone.
- Keep windows closed and locked, especially on the first floor.

Electrical Safety Reminders
- Never modify a plug by bending or removing the prongs. If plug prongs are bent, loose or missing, replace the device as soon as possible.
- If plug prongs break off and remain in the receptacle slots after insertion or withdrawal, do not attempt to remove them. Call the CFD for assistance, as this is considered a maintenance emergency.
- Cord adapters used to defeat the ground connections (e.g., 3-prong to 2-prong adapters) are dangerous and must not be used.
- All outlets and electrical conductors must be sufficiently grounded. If you are uncertain as to whether a particular receptacle or electrical conductor is grounded, call your CFD for assistance.
- Outlets should be mounted firmly in their enclosures and should not move when the plug is inserted. Loose receptacles can cause short circuits, and should be reported immediately to your CFD.
- Any loose receptacle or other faulty electrical equipment should be not be used, and contact with them should be avoided. Please report such occurrences to your CFD to arrange for repairs.
Damaged electrical enclosures such as switches, outlets, and junction boxes should be reported immediately to your CFD.

Extension cords should be used only when absolutely necessary and only on a temporary basis. Extension cords should not be used in place of permanent or fixed wiring. If you must use an extension cord, we recommend using a multiple outlet power strip equipped with an internal circuit breaker.

Do not “daisy chain” extension cords and/or power strips (e.g., do not plug one extension cord or power strip into another).

Replace frayed or damaged cords.

Never unplug equipment by pulling on the cord; always remove by pulling directly on the plug.

Never damage electrical cords by wedging them against furniture or doors. Do not run cords under carpeting.

FIRE, EARTHQUAKE AND OTHER SAFETY ISSUES

The following fire and safety policies are intended to prevent injuries to conference guests and staff. These policies apply to all common areas and sleeping rooms. Many of these regulations are health and safety code driven.

Alarms

Never assume that a building alarm goes directly to the fire department. Always call 9-911 (from a campus phone) or 911 (from any other phone) in an emergency situation. During a power outage, an activated alarm might only reach the immediate local area. Be sure to keep flashlights and fresh batteries on hand in the event of a power outage.

The Fire Department has informed us that when alarms are activated during residence evacuations, the Fire Department will not turn off any alarm until every resident and visitor has evacuated the building.

Please do not call the Fire Department to cancel a “false alarm.” The Fire Department is obligated to respond, regardless of the cause. Anyone found to have set off a false fire alarm, whether purposely or because of carelessness, is subject to substantial fines (please bear in mind that a single-engine response has a minimum cost of $500) and possible loss of housing privileges. Note: This is not intended to dissuade you from setting off an alarm if you believe there is a fire in the residence. This provision is aimed solely at individuals who misuse the alarm system.

Fire Equipment

It is against the law and University policy to tamper with any fire equipment. Violators will be subject to substantial fines (minimum $500) and criminal penalties. Fire equipment that is not in working order jeopardizes all residents. As defined in this document, fire equipment includes: fire extinguishers and hoses, fire alarm pull boxes, smoke detectors, automatic door closers, fire sprinkler systems, fire horns and lights, exit signs, and evacuation maps. Tampering includes, but is not necessarily limited to, removing or covering exit signs or evacuation maps, hanging anything from sprinkler systems, altering the function of door closers, disabling smoke detectors, discharging fire extinguishers for any purpose other than extinguishing a fire, and doing anything else that compromises the proper functioning of fire equipment.
Any fire equipment repair or replacement costs, plus associated tampering fines that result from misconduct, will be charged to your conference. If you have questions regarding specific charges, please contact your Conference Account Coordinator.

Evacuation
Evacuation maps are posted in each sleeping room indicating the room’s location in relation to the nearest exit, and the steps to take to vacate the premises. Evacuation maps are also posted in the residence’s common areas. Please familiarize yourself and your staff with the location of all exits leading from your residence. Evacuation maps are part of the residence’s fire equipment and must not be tampered with.

In the event of an evacuation, please proceed to your building’s assigned Emergency Assembly Point (EAP) for further instructions. The EAP is located on the posted evacuation maps.

The onsite Program Contact and the designated emergency contacts who will remain onsite for the duration of your conference must become very familiar with the EAP location. If there are any questions as to where the EAP is located, please ask your CFD to show you the EAP location. For your reference the EAP locations may also be found on the following website: [http://www.stanford.edu/dept/EHS/prod/general/erprep/eap/](http://www.stanford.edu/dept/EHS/prod/general/erprep/eap/) (Note: Website offers options to search for EAPs by building name or building number and to view an EAP location map).

Fire Extinguishers
All buildings are equipped with fire extinguishers. Locations of extinguishers are identified on the Evacuation Maps.

Common Area Access
All Student Housing residences are inspected by the County Fire Marshal for safety and fire code compliance. Residents are required to keep common areas, including hallways, walkways, stairways, lounges, bathrooms, balconies, and patios clear of boxes, bicycles, mattresses, bed frames, food trays, personal trash, etc. When University staff encounter these obstructions or are informed of their presence, they are required to immediately remove such items from these areas. Such obstructions are considered to be fire code violations. Items obstructing common areas also have the potential to create pest control issues as well. If such items are not removed immediately, and University staff is called upon to remove these items, your conference will be charged $25.00 per item.

FIRE HAZARDS/HAZARDOUS MATERIALS

Candles and Torches
In light of their risk to life and property, candles (including decorative, un-burnt wicks, etc.), torches, hookahs, incense, and any other open flame device are strictly prohibited anywhere inside or around the residences. **If your conference is found in violation of this policy, your conference will be charged $100 upon discovery and $100 per day until the item is permanently removed.** If you have any questions or concerns regarding this policy, please contact your Conference Account Coordinator to help avoid violations of this policy.

Please keep flashlights and fresh batteries on hand for use during power outages.
Cooking
Cooking is only permitted in designated dorm kitchenettes. Cooking equipment, such as hot plates, are not allowed in residence rooms. Please note that commercial kitchens located in houses are not to be used under any circumstance.

Barbeque Grills
Barbeque grills, propane tanks, portable barbeque grills (e.g., Hibachis), and combustible materials such as charcoal fluid may not be used or stored inside buildings, under stairways, or outside on balconies.

Halogen Lighting
Because of fire hazard concerns, halogen lamps are strictly prohibited in University residences. Residents found to have a halogen lamp in their room or apartment will be charged $100 upon discovery, and $100 per day until the item is permanently removed.

Hazardous Materials
Due to the safety risks they pose to conference guests, hazardous materials must not be used or stored in or around residences. Examples of hazardous materials include: flammable liquids (e.g., gasoline, paint thinner), automotive or industrial batteries, chemicals, charcoal fluid, propane, fueled camping lanterns, kerosene, and corrosive materials (e.g., acid, explosives). Any material found in or around the residence that is deemed hazardous will be removed immediately by appropriate staff.

Decorations
Use decorations made only from non-flammable material, or treated with flame-retardant solution or process that has been approved by the State Fire Marshal. Do not allow decorations to obstruct or conceal (in whole or even in part) emergency routes, signs, or devises – for instance, exits, exit lights, fire alarm pull boxes, fire hose cabinets, fire extinguishers, sprinkler heads, and smoke detectors. You can buy fire retardant solution from the Stanford Fire Marshal’s Office by calling 723-5099 or 724-7818. If you have any questions or concerns regarding this policy, please contact your Conference Account Coordinator to help avoid violations of this policy.

WHEELCHAIR ACCESS
Wheelchair ramps, curb cuts, lifts, and building entryways must remain clear at all times to allow conference guests (and others) who use wheelchairs unobstructed access to the residence. Bikes, cars, or any other item found blocking wheelchair access will be impounded; a fee will be charged to retrieve these items.

PEST CONTROL
Crane Pest Control handles extermination needs for R&DE Student Housing. A Crane representative is on campus Monday through Friday, 8:00 AM to 4:30 PM, excluding holidays. During these hours, please contact your Conference Front Desk or your Conference Account Coordinator regarding pest control needs. With the exception of emergency situations, after-hours and weekend calls are deferred to the next business day in an effort to keep costs down. Any infestations that are found to have been introduced by the conference will result in charges being levied for the recovery costs involved in the eradication of the pests.
CONDUCT ISSUES
The “Fundamental Standard” has, since 1896, set the standard of conduct for Stanford students. The Fundamental Standard states: “Students at Stanford are expected to show, both within and without the University, such respect for order, morality, personal honor and the rights of others as is demanded of good citizens. Failure to do this will be sufficient cause for removal from the University.”

By taking occupancy in a campus residence, you become a member of the Stanford residence community and agree to accept the responsibilities and obligations associated with the Fundamental Standard. Many other programs will live close to your residence. For this reason, we ask that all programs maintain quiet hours between 11 PM and 7 AM daily. Your program may have an earlier curfew that you will be required to follow.

Creating disturbing noise in or around a residence that infringes upon the rights of other residents or members of the University community, or accessing other residential areas not related to your conference are prohibited actions.

SMOKE-FREE ENVIRONMENT POLICY
The University prohibits the smoking of any products in enclosed campus buildings and facilities, and during indoor and outdoor events on the campus. Within University residences, this policy specifically applies to all interior common areas, individual rooms and apartments, covered walkways, balconies attached to the residences, and any areas where smoke may drift into the residences during organized indoor and outdoor events. Any permitted smoking must be done at a minimum of 30 feet from any residence. Violations of this policy will be forwarded to your Conference Account Coordinator and may result in loss of University housing privileges.

WEAPONS
Dangerous weapons including (but not necessarily limited to) firearms, knives, and ammunition are prohibited in campus residences. If you are authorized to keep a weapon at Stanford, you must store it with Stanford’s Department of Public Safety. Anyone found carrying weapons or storing them in the residences will be asked to leave the campus immediately.

PROJECT WORK
Cutting
Please do not use Exacto knives or any other cutting implement on furniture, counters, tables, or any other wooden or vinyl surfaces. The use of such implements can cause permanent damage resulting in substantial costs to your conference.

Painting
If you paint posters or other materials, please make sure that you contact your Conference Front Desk to identify an appropriate location for the painting to occur and thoroughly protect surfaces under your work. Be aware that spray paint should not be used inside the building or within close proximity to the building. Damage fees may apply for any misappropriate use of paint inside or outside of the residence, or surrounding areas of the residence.
**Sign Posting**

Any plans to hang banners or signs inside/outside the residences must first be discussed with your Conference Account Coordinator before your program’s arrival on campus. Fliers or signs may be posted with push pins (3/4” - 1” in length) or tacks on designated bulletin boards inside the residences. All banners or posters hung in hallways or in common spaces should be flame retardant. With the exception of “blue painters” tape, do not use tape or adhesive products on paint or doors. Any surface that requires patching will be billed for corner to corner and wall to wall painting. For more information, please refer to the “Sign Posting on Campus” document in the Conference Planning Manual.

**FURNITURE**

University-provided interior furniture (e.g., common area and student room) may not be moved outside, including to patios or balconies, for any reason.

**Common Room**

Common room furniture is to remain in the common spaces and may not be removed for any reason. Violations of this policy will result in charges for any damages to the furniture and/or building, including replacement costs. Common spaces in residences and/or apartments are not intended to be used as storage or holding spaces for items or belongings. Furniture that has been rearranged for an event must be returned to its original location immediately after the event. In addition, student room furniture that has been re-arranged must be returned to its original location prior to move-out. Because of fire and life safety codes, personal belongings, student room furniture, common room furniture may not be relocated to hallways, stairwells, or restrict exit pathways.

For more information about damages to furnishings and to University residences, please refer to the “Common Damage Charges” document located in the Conference Planning Manual.

**HOUSE OWNED EQUIPMENT/PROPERTY**

House owned equipment (e.g., televisions, VCRs, DVD players, stereos, pool tables, foosball tables, air hockey, ping pong tables, pianos, etc.) can be found in many residence lounges. These items have been purchased by the students living in these residences during the academic year and are not available for conference use. Most of these items have been secured and should not be moved or tampered with. Tampering with or moving such equipment will result in damage and/or replacement charges. Note: Pool tables are especially susceptible to damage when moved.

**KITCHENETTES/KITCHENS**

Many traditional dorm residences across campus have kitchenettes which can be made available for conference participants to use or share. Please note that commercial kitchens located in houses are not to be used under any circumstance with the exception of accessible commercial grade refrigerators or ice machines. Any use of commercial grade refrigerators or ice machines situated in the houses require an additional signed Refrigerator Use Agreement or Ice Machine Use Agreement, acknowledging the responsibilities that come with such use. Furthermore a daily fee of $12.50 will be required for the use of any commercial grade refrigerator.

Student Housing Services’ custodial staff will maintain the floors and ensure the appliances of the kitchenettes are in proper working order, but additional charges will apply if kitchenettes are not left in the same condition as they were provided.
The cleaning of any kitchen/kitchenette is the responsibility of the program, including emptying trash and recyclables.

**LAUNDRY ROOMS**
The laundry program provides your participants with the ability to do their laundry with coin-less laundry machines that are energy and water efficient. Conferees must follow the posted instructions for using these laundry machines. Please report any equipment malfunctions to your CFD or to your Conference Account Coordinator. Stanford is not responsible for any missing items left in the laundry room area.

**RECYCLING**
Recycling bins are located outside each residence. **Please do not dump non-recyclable trash in these containers.** If you contaminate recycling bins (e.g., mix cans with junk mail or put regular trash into any recyclable container), the whole load must be dumped as garbage; subsequently, the contractor will charge the University for the two-hour round trip to the landfill. Your program will, subsequently, be billed for these charges.

**Beverage Container Bins:**
- Will accept: aluminum cans, cleaned aluminum foil, bi-metal and tin cans, rinsed glass bottles and jars, plastic #1 PETE, and plastic #2 HDPE.
- Will not accept: aerosol containers, frosted glass, mirrors, plastic #3-7, plastic bags, or plate glass (including test tubes), polystyrene (Styrofoam), Pyrex or scrap metal.

**Mixed Paper/Newspaper Bin**
- Will accept: colored paper, computer paper, envelopes, file folders, glossy paper, junk mail, magazines, paperback books, paperboard (e.g., cereal boxes), phone books, shredded paper, and white paper. Staples and metal paper clips are acceptable.
- Will not accept: blueprints, corrugated cardboard, food contaminated paper (e.g., pizza boxes), hardback books, paper bags, paper cups, napkins, plates, tissues, or plastic type papers (used for express mail). No rubber bands or plastic paper clips.

**Corrugated Cardboard Dumpster**
- Will accept: corrugated cardboard and brown paper bags.
- Will not accept: blueprints, file folders, food contaminated cardboard (e.g., pizza boxes), paperboard (e.g., cereal boxes), polystyrene, any packing material, waxy or plasticized paperboard, or white or colored paper bags. Please crush all cardboard. Polystyrene may be taken to packaging center for reuse.

For more details, please refer to PSSI’s “**Recycling**” flyer in the Conference Planning Manual.

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