

## Stanford Summer Conferences Dining Policies

In order for us to assist you in planning your meals, we ask that you read the following information and familiarize yourself with our policies and procedures. Please do not hesitate to contact us should you have any questions.

### **DINING PACKAGE A:**

Dining Package A consists of breakfast, lunch and dinner, served in the dining halls where the conferees are assigned to eat. Anyone living in residence is required to take a full Dining Package. A Dining Package starts with the next available meal after check-in, and ends with the last available meal prior to checkout.

### **DINING PACKAGES B OR C (COMMUTER PLAN):**

Dining Packages B or C are dining plans for commuters and are available to individuals not staying on campus. Charges for Dining Packages B or C are based on the number of commuter meal cards contracted. Final guarantee must be received in writing seven business days prior to the group's arrival. The Group will be held to 95% of the final guarantee. Any increase over 10% of the final guarantee will be charged a 25% premium. Commuters bringing their own food must consume their meal outside the dining area. The dining areas are reserved for paying customers only.

### **MEAL CARDS:**

Your attendees will be identified at the dining hall by their meal cards. They must have their meal cards or guest meal tickets to enter the dining hall. These meal cards are non-transferable. Lost meal card replacement will be charged to the conference at \$15.00 per card.

### **GUEST MEAL TICKETS:**

While R&DE Stanford Dining welcomes guests who may be joining you during the conference, we require that all guests use guest meal tickets or pay by credit card at the dining hall. Guests paying by credit card at the dining hall will pay the walk-in meal price. Guest meal tickets can only be purchased in advance. Unused tickets must be returned to the Dining Hall Manager or Dining Conference Manager at the reconciliation meeting when your program ends in order to receive credit for the unused tickets.

### **MEAL OMITTS:**

For flexibility, conference groups may omit one meal per week (1 per 7 days) throughout their conference. Conferences having ten (10) meals or less do not have the option to omit a meal.

### **MEAL SUBSTITUTION:**

You may substitute a meal in your Dining Package with a catered function of equal or greater value through R&DE Stanford Catering only. The Dining Conference Manager must be informed twenty (20) business days in advance if you are substituting a Dining Package meal with a meal catered by R&DE Stanford Catering.

**Failure to properly inform the Dining Conference Manager of your substitution will result in being charged for both the Dining Package meal and the catered event.**

### **DINING LOCATIONS:**

We reserve the right to move groups, due to operational necessity, to an alternate dining hall. If unable to meet minimum numbers to maintain keeping a dining hall open, you will be assisted with alternative dining options.

## Stanford Summer Conferences Dining Policies

### **SEATING:**

The dining halls have an open seating policy, so please note that you will be dining with other groups. Any question regarding seating specifics should be directed to your Dining Hall Manager or Dining Conference Manager.

### **MEAL TIMES:**

Conferences/Groups are required to adhere to the exact meal start time listed in their contract. If you arrive late to a meal, you must check with the Dining Manager before entering the serving area as other groups may already be dining. The manager will let you know the next available time that you can enter the serving area based on the meal schedules of other conference groups.

### **SPECIAL DIETARY NEEDS:**

R&DE Stanford Dining is proud to offer accommodations when possible for guests with food allergies or specialized dietary requirements. If anyone in your conference has special dietary needs requiring accommodations (food allergies, medical condition, etc), please consult with the Dining Manager prior to the start of the conference and ensure that the conference attendee gets connected with their dining management team once on campus. R&DE Stanford Dining also has a Nutritionist available to assist in more complicated or severe cases, such as multiple food restrictions or anaphylactic/airborne allergies. Please contact [nutritionist@stanford.edu](mailto:nutritionist@stanford.edu) for further guidance.

### **BAR-B-Q:**

R&DE Stanford Dining will be happy to prepare a Bar-B-Q at the dining hall for your group with a minimum of 25 people. Any Bar-B-Q not hosted at the dining hall or the surrounding courtyards and fields must be ordered from R&DE Stanford Catering. For more information, please see the Bar-B-Q menu for details. Outside vendors and caterers are not allowed without exception.

### **BOX MEALS:**

Box meals can be ordered in advance and will substitute a missed breakfast, lunch or dinner meal in the dining hall. Any box meals ordered within **72 hours notice** will be charged an additional \$5.00 per box meal: **48 hours notice** will be charged an additional \$10.00 per box meal. **Within 24 hours notice/ Same day orders** will be charged an additional \$10.00 per box (minimum charge of \$500.00). Box meals must be picked up at the Dining Hall. Box meal delivery is not provided by R&DE Stanford Dining Halls. Should you require delivery, you must order separately through R&DE Stanford Catering.

### **STANFORD CATERING:**

R&DE Stanford Catering is available for special meals, receptions, coffee breaks, registration refreshments, box meal delivery, and special events not provided by the dining halls. Meals provided by R&DE Stanford Catering are separate from meals included in the Dining Package, although a meal substitution may apply (see item 6 above). Final arrangements must be made through the R&DE Stanford Catering sales office at 650-725-1503. Additional items such as tables, chairs, and umbrellas are ordered through the R&DE Stanford Conferences office. All catering delivered to campus residences, surrounding courtyards, Elliott Program Center, or Levin Field must be provided through R&DE Stanford Catering. **No outside caterers are allowed to deliver food to R&DE Stanford Dining or R&DE Student Housing locations.**

## Stanford Summer Conferences Dining Policies

### **COUNSELOR RESPONSIBILITY:**

Campers under the age of 18 must be accompanied in the dining hall by camp counselors:

**6-8 years of age requires 1 staff to 6 overnight campers and 6 day campers**

**9-14 years of age requires 1 staff to 8 overnight campers and 8 day campers**

**15-18 years of age requires 1 staff to 10 overnight campers and 10 day campers**

Counselors are responsible for the conduct of their campers while in the dining room. Counselors must ensure that campers bus their trays to the appropriate area at the end of meals. Please review the Sanitation and Buffet Line Etiquette sheet with your campers/group.

### **DAMAGES:**

Any and all damages caused by conference guests will be charged to the camp program. Fines will be assessed based on the extent of damage occurred and the cost of cleanup and/or repair.

### **STANDARDS OF CONDUCT:**

- Alcohol is not permitted in our dining halls unless prior arrangements are made with your dining conference manager.
- All conferees will bus their own trays to the designated areas. Please contact your Dining Hall Manager for special assistance.
- Meals must be consumed in the dining hall unless prior arrangements have been made with the Dining Hall Manager.
- Throwing food or any other objects can lead to individual discipline, up to and including removal from the University.
- Shoes and shirts must be worn at all times in the dining halls.
- Roller skates or skateboards are not allowed in any dining halls.
- Smoking is not permitted in any of the dining halls.
- No pets are allowed in the dining areas. Service animals are welcome.

*\*For the most current Stanford Summer Conferences Policies, please go to [www.stanford.edu/dept/rde/cgi-bin/drupal/dining](http://www.stanford.edu/dept/rde/cgi-bin/drupal/dining)*

Updated 3/01/2017