Meeting Spaces and Event Services

There are a number of procedures and fees associated with the use of campus auditoriums, classrooms, and outdoor spaces. Because our campus meeting spaces are used heavily during the summer months, conferences must submit their Event Space Request Forms on a timely basis to Stanford Conferences for processing. Subsequently, Stanford Conferences will submit the processed requests to the Office of the University Registrar or to the appropriate departmental scheduler for final approval.

Fees associated with the use of campus meeting spaces may include, but are not necessarily limited to, the following:

- Rental of audio-visual equipment and technician support from Stanford University Event Services (ES).
- Rental of tables, chairs, and trash cans from ES.
- Unlocking and locking of classroom buildings through UG2 Services (UG2).
- Cleaning of classrooms and auditoriums, along with adjacent bathrooms (UG2).
- Cleaning of outdoor spaces such as courtyards, groves, and athletic fields (Grounds).
- Fees for use of athletic fields.
- Fees for use of certain classrooms.

Each of the services listed above will be billed by the respective service provider and, subsequently, charged to your conference account.

AUDITORIUMS

An Event Services Media Technician must be present for the duration of an event held in an auditorium, including rehearsal, setup, and takedown periods. The technician's duties usually include unlocking and locking the building, and providing support for any equipment in the auditorium. Fees for technician services are as follows:

- Weekdays (6 AM to 4 PM): $75/hour Base Rate
- Weekdays (4 PM to 10 PM): $92/hour Premium Rate
- Weekends (6 AM to 10 PM): $92/hour Premium Rate
- University Holidays (6 AM to 10 PM): $92/hour Premium Rate
- Anytime between (10 PM and 6 AM): $107/hour Overnight Rate

Additional information on equipment rental fees and technician rates are available on the ES webpage: https://lbre.stanford.edu/event-services/equipment-services/staffing-labor-rates

Conference organizers are urged to request estimates for all services as prices are subject to change.

CUSTODIAL SERVICE

All auditoriums and adjoining bathrooms require custodial cleaning after the event, regardless of the number of attendees. Estimated custodial fees for various auditoriums are as follows:

Memorial Auditorium:
- Weekday (8 AM to 5PM): $ 120.55 per reservation
- Weekday (before 8 AM, after 5PM): $ 578.64 per reservation
- Weekend: $ 867.97 per reservation
holiday: $1,4461.61 per reservation

CEMEX Auditorium:
- Weekday (8 AM to 5 PM): $96.45 per reservation
- Weekday (before 8 AM, after 5 PM): $289.33 per reservation
- Weekend: $433.98 per reservation
- Holidays: $723.31 per reservation

Bishop, Cubberley, Dinkelspiel, and Hewlett 200 Auditoriums:
- Weekday (8 AM to 5 PM): $72.33 per reservation
- Weekday (before 8 AM, after 5 PM): $96.45 per reservation
- Weekend: $144.66 per reservation
- Holidays: $241.10 per reservation

320-105, 420-040, Braun, Campbell Rehearsal Hall (CRH), Gates, Hewlett 201, and NVIDIA Auditoriums:
- Weekdays (8 AM to 5 PM): $60.29 per reservation
- Weekdays (before 8 AM, after 5 PM): $72.33 per reservation
- Weekends: $108.50 per reservation
- Holidays: $180.84 per reservation

*Please note that conferences using Bishop, CEMEX, Cubberley, Hewlett 200, and Hewlett 201 auditoriums will also be charged a technology replacement fee (associated with the facility’s built-in equipment) of $75+/hour.

CLASSROOMS
All requests for conference use of classrooms are submitted to the Office of the University Registrar by Stanford Conferences and will be accommodated only after the scheduling of Stanford Summer Session classes has been finalized. Based on information received from the Office of the University Registrar, UG2 (the University’s custodial contractor) is responsible for unlocking and locking classroom buildings.

CUSTODIAL SERVICE
Custodial cleaning of classrooms and adjacent bathrooms is also required when classrooms are used. Fees for performing this service are as follows:
- Weekdays (8 AM to 5 PM): $8.68 per reservation
- Weekdays (before 8 AM, after 5 PM): $72.33 per reservation
- Weekends: $108.50 per reservation
- Holidays: $180.84 per reservation

Since many of the auditoriums and classrooms are used by multiple groups on any given day, it is essential for your program to adhere to its scheduled time in each space.

BUILDING/CLASSROOM ACCESS
Access Keys are not available for academic buildings and classrooms. Buildings and classrooms are opened and locked by custodial personnel on a pre-arranged schedule. If you have written confirmation for the use of a classroom and find that the building is locked, contact your Conference Account Coordinator immediately.
OUTDOOR SPACES
Breaks, lunches, dinners, performances, and receptions are often held in outdoor venues. All outdoor spaces require cleaning by the Grounds Department after the event, regardless of the number of people in attendance. Outdoor event furnishings/equipment such as tables, chairs, umbrellas, trashcans, recycling containers, stage units, and sound equipment can be rented daily from ES. All rented equipment is subject to a delivery charge, in addition to the daily rental rate. Rates vary based on when the furnishings/equipment are needed (i.e., weekday vs. weekend, daytime vs. evening). Conference organizers are urged to request estimates for all services as prices are subject to change.

More information is available on the ES webpage:
https://lbre.stanford.edu/event-services/equipment-services

CHANGES AND NEW REQUESTS
Because of the dramatic increase in requests for event and meeting spaces, it has become challenging for the Office of the University Registrar to process last minute requests. Therefore, changes and new requests must be submitted to your Conference Account Coordinator at least 30 days before the start of your program in order to ensure processing and necessary approvals.

Once the Meeting Space Report has been issued and approved, the following Late Fees will be assessed for each Change and/or New request thereafter.

AUDITORIA
- 8 to 30 days before: $ 50* ($50 SC fee)
- 2 to 7 days before: $205* ($200 SC fee + $5 UG2 fee)
- 0 to 1 days before: $425* ($400 SC fee + $25 UG2 fee)
  * Per Reservation

CLASSROOMS
- 8 to 30 days before: $ 50* ($50 SC fee)
- 4 to 7 days before: $ 80* ($75 SC fee + $5 UG2 fee)
- 2 to 3 days before: $125* ($100 SC fee + $25 UG2 fee)
- 0 to 1 days before: $225* ($200 SC fee + $25 UG2 fee)
  * Per Reservation

Once the Meeting Space Report has been issued and approved, the following Late Fees will be assessed for each Cancellation.

- 3 to 7 days before: $ 5* ($5 UG2 fee)
- 0 to 2 days before: $ 25* ($25 UG2 fee)
  * Per Reservation

Please note the Office of the University Registrar may not be able to Cancel, Change, and/or process New requests placed within 7 days before your event.

Updated 2/2018