# Munger Conference Front Desk

Serving guests residing in Munger Graduate Residence, Building 4 and Building 5 (Jacobson-Sorensen Hall)

Ask us about emergency assistance, campus transportation, and services.

We look forward to serving you this summer!

**LOCATION**
554 Salvatierra Walk, Stanford CA 94305

**PHONE NUMBERS**
- Office: (650)721-2770 (from campus phone: 1-2770)
- After hours/Weekends: Call (650)725-1602

**OFFICE HOURS**
- June 17 – August 26: 8:00 AM – 6:00 PM Daily
- CFD offices will be closed on July 4 (Independence Day) and September 3 (Labor Day).

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## GRADUATE STUDENT RESIDENTS
- Many graduate students remain in their residences during the summer.
- Please respect their privacy by not disturbing them, limiting noise, and following dorm rules and campus regulations.

## CHECK-OUT & RETURN OF ROOM KEY DEPOSIT
- If you are part of a conference group, your organizer will tell you your check-out time and location. If you left a key deposit upon check-in, your deposit will be returned only at check-out and must be picked up from the CFD office.
- Guests will be charged $240 for lost or unreturned keys during check-out.

## LAUNDRY MACHINES
- Complimentary laundry machines are located in the basement or ground floor of each residence.

## LOCKOUTS
- Please go to the CFD office for assistance if you are locked out of your room during regular office hours.
- If you are locked out after hours call (650)725-1602

## MAIL & PACKAGES
- Postal carriers are not permitted to deliver packages directly to the residences.
- Please contact your conference organizer for the mail policy.

## PARKING PERMITS
- All posted parking restrictions are enforced on a 24/7 basis.
- Parking permits are available for purchase online [https://transportation.stanford.edu/parking/purchase-a-parking-permit](https://transportation.stanford.edu/parking/purchase-a-parking-permit)

## PROHIBITED ITEMS & SMOKING
- Pets, candles, items containing an open flame, halogen lamps, weapons, and illegal substances are strictly prohibited.
- Alcohol is permitted only in adult residential buildings.
- **Smoking is prohibited** inside any residence or campus building, or within 30 feet of these buildings.

## HOW TO REPORT EMERGENCIES
- For medical/fire/police services, call 911 or 9-911 from a campus phone.
- Bright blue phone towers are located around campus for emergency calls. Report all emergencies to your conference and CFD staff as soon as possible, especially if any medical/fire/police services become involved.

## EMERGENCY RESPONSE, SAFETY & SECURITY
- Fire/earthquake evacuation and your Emergency Assembly Point (EAP) are posted behind the door of your room or online at [rde.stanford.edu/studenthousing/emergency](http://rde.stanford.edu/studenthousing/emergency). Active Threat preparedness information is at [police.stanford.edu/active-threat.html](http://police.stanford.edu/active-threat.html). Check [emergency.stanford.edu](http://emergency.stanford.edu) for updates.
- When away from your room, please keep windows and doors locked, and do not prop open any residence hall exit doors. Stanford University is not responsible for lost/missing items. Please alert your CFD staff if you observe any suspicious persons in or around your residence. In accordance with policy, all Stanford employees working in the residences should wear Stanford name badges.

## REPAIRS/MAINTENANCE
- Please contact your CFD staff to report needed repairs or maintenance emergencies.

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June 2022