

Crothers Conference Front Desk (CFD)

Serving guests residing in Crothers, Crothers Memorial, Stern and Toyon Hall

Ask us about **parking permits, emergency assistance, campus transportation, and services.**

We look forward to serving you this summer!



LOCATION

615 Escondido Road (Mark Taper Student Center; see map on reverse side for location)

CONTACT INFO

Office: (650) 721-2765 (from campus phone: 1-2765) | After hours/Weekends: Call (650) 725-1602 | crothersconferences@stanford.edu

OFFICE HOURS

June 21 – September 1: 8:00 AM – 8:00 PM Daily | After September 1: 8:00 AM – 5:00 PM, Monday – Friday

CFD offices will be closed on September 2 in observance of Labor Day.

RESIDENT FELLOWS	<ul style="list-style-type: none">Resident Fellows live with students in residences all year round and play a vital role in a Stanford education.Please respect the living spaces of our residential staff by caring for our facilities, limiting noise and following dorm rules and campus regulations.
CHECK-OUT	<ul style="list-style-type: none">Your conference organizer will advise you of your program's check-out time and location.
LAUNDRY MACHINES	<ul style="list-style-type: none">Complimentary laundry machines are located in the basement or ground floor of each residence.
LOCKOUTS	<ul style="list-style-type: none">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	<ul style="list-style-type: none">Postal carriers are not permitted to deliver packages directly to the residences. Please contact your conference organizer for the mail policy.
PARKING PERMITS	<ul style="list-style-type: none">All posted parking restrictions are enforced on a 24/7 basis. Parking permits are available at the CFD office: daily permits are \$5.25; monthly permits (6 - 30 days) are \$34.00. Parking permits must be appropriately scratched off or filled in to become valid.
PROHIBITED ITEMS & SMOKING	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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. Active Threat preparedness information is at police.stanford.edu/active-threat.html. Check 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	<ul style="list-style-type: none">Please contact your CFD staff to report needed repairs or maintenance emergencies.

May 2019

