**Florence Moore Courtyard Bistro Island Usage Policy**

**Reserving Courtyard Bistro Island**

Courtyard Bistro Island may be reserved for special events by following these specific guidelines:

* 30 minute training required for an individual or group to be able to use the equipment at the Bistro. Training must have occurred during the same academic quarter.
* Meet with the unit manager to obtain a “Courtyard Bistro Island Rental” form.
* Complete the “Courtyard Bistro Island Rental” form for the event. The information to be included is listed below.
* Return the completed form with all appropriate signatures to the Dining manager and submit a check for $250.00 as a rental fee, or provide university PTA (Project / Task / Award) numbers for the group’s account.
* If two groups request to use the Bistro Island on the same day, priority is determined according to the date each group fully complete their reservation form.
* No outside caterers are allowed in the courtyard.

**Who May Use the Bistro Island?**

Use of the space must be limited to the following groups, listed in order of priority:

* R&DE
* Stanford Dining’s dorm residents. The event must be a House function; “sponsored” events are not allowed.
* Residential Education.
* Student groups recognized by the Dean of Student Affairs office.
* Stanford Departments

*R&DE reserves the right to refuse or cancel use of courtyard Bistro Island due to operational necessity. Reservations will be rescheduled as requested.*

**Availability**

### The Courtyard facility is available after meal service hours. Attendees must vacate premises immediately. Your Dining manager can tell you the specific times the courtyard would be available.

**General time limits on amplified sound at Evening Events:**

**Not allowed:**

* Sunday through Thursday- between the hours of 10:00 p.m. to 7:00 a.m.
* Friday and Saturday – between the hours of 1:00 a.m. to 7:00 a.m.

**Reservation Requirements**

A completed “Courtyard Bistro Island Rental” form includes the following information for each event:

* + Submit a completed “Dining Courtyard Rental” form
  + Include the contact name and telephone number and email address of the person responsible
  + Event Purpose
  + Date and time
  + Number of people expected (max.200 for house events / max.50 for external client events)
  + Name(s) of people responsible for clean-up
  + Food or beverages order from Stanford Catering and Dining as needed
  + University account number to be charged (Project/Task/Award)
* The proposed date and time of the event must be submitted to the Dining Services Manager at least three weeks in advance to secure a date.
* Event planner or sponsor schedules a meeting with the Dining Hall Manager to discuss courtyard set-up and layout, event logistics. The sponsor is responsible for the courtyard and the bistro island being returned to its original condition.
* Resident Fellow(s) must be notified of space use.
* Parties that include music, dancing, drinking or significant noise can be held in the courtyard but require RF approval. These types of events are not allowed in the Dining Rooms.
* **A R&DE Dining Service Supervisor or representative must be hired, at a rate of $45.00 per hour. The supervisor will be on site to monitor the event only.**
* A $250 damage deposit is required for non-educational events, which will be refunded if damage is not incurred. Total damages greater than the deposit will be charged to the sponsoring university account number provided in the forms originally submitted.

**Courtyard Set-up**

* Furniture cannot be moved. A fine of $350.00 will be charged to return furniture, in addition to any project crew moving expenses.
* Access to the serving areas and/or kitchen is not permitted.

**Courtyard Clean-up**

* Groups are required to restore the facility to its original condition.
* Clean-up is to be done immediately following the event; e.g., clean up any spills and stains, discard all debris, restore courtyard to proper cleanliness.
* Remove trash from courtyard and put into dumpster at loading dock.
* If a cleaning service is needed to clean facility after an event, the cost will be charged to the sponsoring university account (minimum $250.00).

**Food and Alcohol**

* Alcoholic beverages are not allowed.

Note: Groups will be charged full catering prices if found to be using a caterer other than Stanford Catering or the dining hall.

#### R&DE Courtyard Bistro Island Rental Form

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Event time: (include set-up and clean-up) \_\_\_\_\_\_\_\_\_\_\_\_\_

Event description: Assembly: \_\_\_\_\_ Meeting: \_\_\_\_\_\_ Dining: \_\_\_\_\_ Party: \_\_\_\_ House\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Sponsor/Organization) agrees not to allow alcoholic beverages to be served or consumed at this function and realizes that they shall be held responsible for violation of this agreement. The sponsoring organization will ensure all appropriate and necessary security measures are taken, including providing professional security personnel.

I have read, understand and will follow the policies as outlined in the Stanford Dining Services’ Courtyard Use Policy**.**

**Organization’s PTA Account Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Project/Task/Award)

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Sponsoring Individual (contact) Sponsoring Organization

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Individual e-mail Organization URL*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Individual Telephone Organization Telephone*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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###### Individual Address Organization Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Resident Fellow Date

***Dining Manager/Chef\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_***

$250.00 deposit received: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** PTAO

$ \_\_\_\_\_\_\_ non-refundable usage fee received: \_\_\_\_\_\_\_