

# Wilbur

## Conference Front Desk (CFD) Welcomes You!



Serving guests residing in Wilbur Hall

and Gerhard Casper Quad (Kimball, Branner, Ng)

The dedicated Wilbur CFD staff is happy to assist with all of your 2017 summer campus residential needs including parking permits, messages, emergency assistance, and information about campus transportation, services, and events. We look forward to serving you this summer!

**Location:** 658 Escondido Road (administration building in Wilbur; see map on reverse side for location)

**Phone Numbers:** Office: (650) 736-9982 (from campus phone: 6-9982) ♦  
**Note:** The CFD office will begin responding to conference related phone calls on **June 23rd** .

**Office Hours:** 8:00 AM – 10:00 PM daily (June 23-August 25); 8:00 AM – 5:00 PM daily (August 26 – September 8); **CLOSED SATURDAY AND SUNDAY** (September 9 and 10) and open 8:00 AM – 5:00 PM Monday – Thursday (September 11 – 14) ♦ After hours/Weekends: Call the office number listed above and an on-call staff member will assist.

CHECK-OUT	Your conference organizer will advise you of your program's check-out location.
LAUNDRY MACHINES	Coin-less laundry machines, provided free of charge, are found in the basement of the Wilbur administration building (doors located behind the Front Desk), or the basement or ground floor of the residence.
LOCKOUTS	If locked out of your room during regular CFD office hours, please go to the CFD office for assistance; if locked out during CFD after-hours, please call the CFD after-hours phone number listed in the above contact information.
MAIL & PACKAGES	Please contact your conference organizer for the mail policy. Shippers are not permitted to deliver packages directly to the residences.
PARKING PERMITS	All posted parking restrictions are enforced on a 24/7 basis. Parking permits are available at the CFD office: daily permits are \$4.75; monthly permits (7 - 30 days) are \$31.25. Please note that parking permits must be appropriately scratched off or filled in to become valid.
PROHIBITED ITEMS AND SMOKING RULES	Pets, candles, items containing an open flame, halogen lamps, weapons, and illegal substances are strictly prohibited. Alcohol is permitted only in adult residential buildings. <b>Smoking is prohibited</b> inside any residence or campus building, or within 20 feet of these buildings.
RESIDENT FELLOWS	Resident Fellows counsel Stanford students during the academic year and remain in the residences during the summer. Please respect their privacy by not disturbing them.
EMERGENCIES	For medical/fire/police services, call 9-911 from a campus phone. Bright blue phone towers are located around campus for emergency calls. Please notify the CFD staff of any emergencies that arise.
SAFETY AND SECURITY	Information pertaining to fire/earthquake evacuation and your Emergency Assembly Point (EAP) is posted behind the door of your room. Please review this posted material upon your arrival. 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 be wearing Stanford name badges.
REPAIRS/MAINTENANCE	Please contact your CFD staff to report needed repairs or maintenance emergencies.

### Wilbur

Conference Front Desk  
658 Escondido Road  
650-736-9982

Hours: 8:00 AM – 10:00 PM Daily  
After August 25

Hours: 8:00 AM – 5:00 PM Daily



Emergency Assembly Point (EAP)

