Toyon Hall Lounge & Room Use Application

The Toyon Staff considers applications at meetings, typically held on Sunday at 9pm. Please submit this form to toyonreservations@gmail.com and remember that absolutely no alcohol is allowed in any of the rooms that are reservable through this form. If your application is submitted less than a week before the event, it is unlikely to succeed, and you may not even get a response.

Event Date(s): _______________ Sponsoring Organization: _________________________________

Event Time: _______________ Total Time (Setup to Cleanup) in Room: _______________________

Indicate room(s) requested: Main Lounge Lobby Moose Room Meg Pitts

What sort of set-up will be required? (make sure “Total Time” above includes this time):
____________________________________________________________________________________

Contact’s Name and Position: ________________________ Email: ______________________________

Cell Phone: ___________________ Toyon Affiliation, if any: ________________________________

ASSU, PTA, or SUID Student Account Number (No checks or cash accepted): ___________________

Event Description (include relevance to Toyon residents): ____________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Expected attendance number: __________ Admission charge? $ _____________________**

(** We expect Toyon residents to be invited to attend all Lounge events free of charge.)

If food or beverage will be served, please describe what, where, when? _______________________
____________________________________________________________________________________

Will the noise level of the event exceed that of normal conversation/moderate activity?  Y  N

Who is the target audience? How/where will the event be publicized? _______________________

Please describe any furniture/equipment needed (or need for removal of furniture) for the event:
____________________________________________________________________________________

We/I, the undersigned, agree to hold this event in a manner respectful to Toyon residents and follow the guidelines set forth in the Toyon Hall Lounge/Room Use Expectations. We/I agree to restore the areas we use to the configuration on the photos posted in each lounge before the end of our booked time. If no photos are posted we will restore the room to the way we found it. We/I understand that charges may be incurred to the above listed account should violations of the University Residence Agreement occur. We/I give permission to charge the amount necessary to cover damages or violations incurred during the event and understand that such charges will be the financial responsibility of the sponsoring organization or student, and will be billed to the primary contact person and/or the account number provided. We waive any and all claims against Stanford University for injuries to persons or damages to property arising in any way from our use of the Toyon Hall facilities.

Signature: ________________________ Printed Name: ______________________________

Date: ______________ SUID# _______________ Student Account, PTA or ASSU# _______________