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  Sky 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 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# ________________