Toyon Hall Room Use Expectations

General Guidelines:
• NO CHAIRS other than the 160 present in the lounge can be used.
• The rooms and lounges of Toyon Hall are intended for use primarily by Toyon Hall residents for educational and programming events.
• Limited use is available for outside groups, subject to approval by the Toyon residence staff.
• Please be aware that it is a privilege to use the Toyon lounge and common space. Consider your group "guests" entering someone else's home.
• The Toyon lounges, lobby, and Moose Room are common spaces of Toyon Hall that may be available for use.
• Do NOT sit on or place drinks on the piano.
• No weekly events may be scheduled. Please apply for one-time use only.
• No admission fees may be collected without approval from Toyon residence staff.
• All events must be open to Toyon residents and Toyon residents may not be charged for attending any event put on in their house.
• Please refer to the Residence Agreement at http://www.stanford.edu/dept/rde/shs/res_agree.htm
• Please refer to the Parties Guide at http://studentaffairs.stanford.edu/alcohol/party/partyguide

Applications:
• Do not advertise your event until your application has been reviewed and your request has been approved by the Toyon staff.
• Requests must be sent by email to toyonreservations@gmail.com. This email address can also be contacted to check availability of the lounge before a request is submitted.
• Please wait until the Monday following submission of your request for an email which will inform you whether your request was approved or denied. If you do not receive an email, you may contact toyonreservations@gmail.com again.

Requirements:
• In order to be issued keys to Toyon, you need to contact the Housing Front Desk Coordinator (FDC) for Toyon. The keys can be picked up in The Mark Taper Center, 615 Escondido Road located between Crothers and Crothers Memorial. For events occurring over the weekend, keys should be picked up on Friday. For events occurring during the week, keys can be picked up the morning of the event. Should you neglect to get keys, you can also call 725-1602, but you may be asked to pay a fee of $100 to gain access to the building.
• A University account number and permission to charge the amount to cover damages incurred or violations to the University Residence Agreement, during the event must also be provided.

Responsibility for Damages:
• The applicant agrees to pay any damage or costs, to Stanford University, arising from the use of the property by the applicant, sponsoring organization, and by anyone associated with that event. Any costs or damages not paid will be considered a debt to Stanford University and registration holds may be instituted.

Security, I.D., and Damage Control for Large Events and Parties:
• Please attach a detailed plan for handling security, I.D., and damage control for large events and all parties.
• Include names and phone numbers of those responsible for security and I.D. check. Full responsibility for security and clean-up belongs to the group sponsoring the event, NOT Toyon RA's and other staff.
• Please provide name(s) of person(s) at the event who have had Stanford party planning/serving training and attach approved Stanford party application.
• Please refer to the Parties Guide at http://studentaffairs.stanford.edu/alcohol/party/partyguide

Common Space Use and Clean-up Expectations:
• The lounge, lobby, restrooms, outside area, and any other areas visited by guests must be left clean and furnishings must be returned to its original location as indicated by the FDC or facilities.
• Guests should use the front entrance and remain in the reserved area(s).
• Event participants should use the two bathrooms located adjacent to the lounge.
• Per Stanford University policy, no smoking is allowed in the building or in the courtyard at any time.
• Please refer to the Residence Agreement at http://www.stanford.edu/dept/rde/shs/res_agree.htm
• Cleanup should be completed by the time specified in the application. The FDC can provide information about cleaning and supplies.

Contact Information:
• Toyon staff can be contacted with any questions at toyonreservations@gmail.com
• Thank you for your cooperation and we hope you have a successful event.