Toyon Hall
Lounge & Moose Room Use Expectations
2010-2011

General Guidelines:
• 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 lounge, lobby, and Moose Room are common spaces of Toyon Hall that may be available for use.
• The pool table may NOT be moved under any circumstances!
• Do NOT sit on or place drinks on the pool or ping-pong tables or piano.
• No weekly events may be scheduled. Please apply for one-time use only.
• No admission/momies 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://sal.stanford.edu/party_guide

Applications:
• Please determine availability of the lounge or Moose room by referring to the calendar on the Toyon website at http://www.stanford.edu/group/resed/cgi-bin/toyon/index.php?title=Submitting_Requests_for_Using_Toyon_Spaces
• Do not advertise your event until your application has been reviewed and your request has been approved by the Toyon staff.
• Completed requests must be sent by email to toyonreservations@gmail.com, one week and/or a minimum of Sunday by noon of the weekend prior to the event.
• Late requests will be charged $75.
• Please wait until the following Monday to determine whether your space request was approved or denied. Generally, applications are reviewed by the Toyon staff on Sunday evenings, so you will receive an email on Monday. If you do not receive one, you may contact toyonreservations@gmail.com again.

Requirements:
• In order to be issued keys to Toyon, you need to contact Craig Harbick, Housing Front Desk Coordinator (FDC) for Toyon. The keys can be picked up from her 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 from Monica, you can also call 725-1602 and pay a fee of $100 to gain access to the building.
• Any keys that are issued must be returned to the Housing Front Desk office or key drop box within 24 hours or by Monday at 2 pm if the event occurs during the weekend.
• Craig Harbick’s contact information is: 650-721-2765 or charbick@stanford.edu.
• 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.
• A non-refundable inspection fee of $20.00 is required for reservations made by non-Toyon residents.
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, especially if alcohol is served or might be brought in by attendees.
- 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 RAs and 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://sal.stanford.edu/party_guide](http://sal.stanford.edu/party_guide)

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.
- The pool table may not be moved under any circumstances!
- 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.
- Cleanup should be completed by the time specified in the application. Monica Martinez, FDC, will provide information about cleaning and supplies.

Contact Information:
- Toyon RCCs at toyonreservations@gmail.com

- Craig Harbick
  Front Desk Coordinator
  Toyon, Branner, & Crothers
  Phone: 650-721-2765
  Fax: 650-721-2769
  charbick@stanford.edu

Thank you for your cooperation and we hope you have a successful event.
Toyon Resident Fellow and Residence Staff