MEYER GREEN USAGE POLICY*

General Background

Meyer Green, the former site of Meyer Library, a 2.45-acre open space is located close to several university landmarks: Green Library, Sweet Hall, the Graduate School of Education, the Stanford Bookstore and Law School. Meyer Green's landscaping includes special trees and shrubbery transplanted from other areas of campus, which include, cedar, oak and Japanese pagoda trees. Meyer Green is considered a pedestrian zone and appropriate use of its space includes walking, running, reading, relaxing, limited cycling through the space and other limited recreational uses of the lawn and staging areas. As an open space located in the heart of the campus and close to academic buildings and libraries, Meyer Green is best suited for events with low level sound, quiet receptions, simply catered meals and gatherings that do not disrupt educational, business and research activities in nearby buildings. Questions about this policy should be directed to the Office of Special Events and Protocol (OSEP) for: departments, schools and institutes, and the office of Student Activities and Leadership (SAL) for: student inquiries and registered student organizations.

• Events held in Meyer Green must complement Stanford’s educational mission and policies regarding event sponsorship.
• Meyer Green is part of Stanford’s tax-exempt properties, and because of the university’s institutional non-profit status, only Stanford event sponsors may host events.
• For-profit commercial activity or corporate promotional activity of any kind is prohibited.
• Non-Stanford affiliated personal, private events are not allowed.
• Unscheduled events and other unsanctioned gatherings such as any activities with amplified sound; marches, rallies, demonstrations, political activities and major performances are prohibited and are reserved for White Memorial Plaza.
• Given Meyer Green’s proximity to nearby academic spaces, potential conflicts with major activities in these other spaces may be likely and therefore it is important to be in communication with Meyer Green’s building neighbors when considering an event. A list of contacts is available at the end of this policy.
• Meyer Green is an official campus pedestrian zone. Vehicles inside the bollard areas are prohibited. Events or activities must not impede pedestrian or bicycle traffic and may not block fire lanes.

*This policy is subject to changes and updates without notice. Please check this policy whenever reserving Meyer Green 3/28/16v.FINALPreparedbyUniversity Public Affairs/ApprovedUniversityEventsPolicyCouncil(UEPC).Photos: Linda Cicero
• Departments or registered student groups planning an event in Meyer Green may also be asked to provide a detailed written proposal outlining the event for initial review and approval.

• Departments, Schools and Institutes: Office of Special Events & Protocol

• Student Groups: Student Activities & Leadership

How to Reserve Meyer Green

• Review and approval time required minimum seven (7) business days in advance required for all events.

• Other than the University’s BIG 5 events that have priority for this space (New Student Orientation, Reunion Homecoming, Parents’ Weekend, Admit Weekend, and Commencement Weekend), Meyer Green is scheduled on a first-come, first-served basis.

• Registered Student Organizations are allowed to make reservations through the Stanford CardinalSync system through the Office of Student Activities & Leadership (SAL).

• All groups and departments should check availability on ZSLIVE.

• Groups wishing to reserve the space either the lawn or the stage areas, must contact the Registrar’s Office and be specific about which portion of space they wish to reserve.

• Groups planning an event that has any type of amplified sound must reserve the entire space (stage and lawn areas combined).

Venue Guidelines and Requirements

Noise, Amplified Sound and the Santa Clara County Noise Ordinance

• Stanford University is within the limits of the County of Santa Clara and therefore is subject to its laws and ordinances. This includes the noise limitations and curfew ordinances. For further information regarding noise restrictions, please see the Santa Clara County Noise Ordinance.
  o For noise complaints contact the Stanford Noise Hotline: 650-724-9000.

• Amplification of a speaking voice during a meal, reception or similar event is permitted provided it can be not heard outside the immediate area of the event.

• Limited amplified sound may be allowed: 12:00pm - 1:00pm on weekdays with permission.

• Any approved amplified sound in this space must be significantly curtailed by: 10:00pm seven (7) days a week.

• In Meyer Green, other amplified sound (such as music and performances) is not permitted, except with permission on:
  o Friday and Saturday evenings between 5:00pm - 10:00pm
  o Saturday and Sundays between 11:00am – 6:00pm

• Items such as boomboxes, musical instruments, bullhorns or amplified speakers is also prohibited during the above listed times.

• Amplified sound in Meyer Green is not permitted during:
  o Academic hours that could disturb classes or otherwise impede university business.
  o End of quarter periods and dead week.
  o Undergraduate and Graduate final exams weeks.
  o School of Law and Graduate School of Education exam weeks. Effective dates of these pre-exam and exam times can be found here.
  o Times when there are events in Cubberley Auditorium. (Graduate School of Education contact at end of this policy).
  o During the summer conference months (from post-Commencement in June to the week before general classes begin in September) the class schedules also apply.

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• Review and approval time: minimum seven (7) business days in advance is required.
• Nearby building neighbors must be notified in any case if amplified sound in Meyer Green has been approved.
• Notifications including fliers and emails must be distributed to neighboring building contacts that include the event sponsor name, email and phone number of a person to contact in case there are issues with noise during the event.
• For student group events contact: Student Activities and Leadership (SAL).
• For departments, schools and institutes: Office of Special Events & Protocol (OSEP).

Display and Promotional Guidelines
• Taping posters, flyers, hanging banners, chalk, spray painting, specific advertising, commercial or otherwise, is not permitted in this area.
• No posting of signs on bollards is allowed.
• Unauthorized signage posted on bollards, chalk, spray painting will result in signage removal and a charge to the group’s account for staff time and cleanup.
• Banners and limited event related signage on freestanding holders, kiosks and easels may be posted upon review and event approval.
• For the university’s general policy regarding postings and chalk: go [here].

Tenting
• Due to the sensitive nature of the stage, lawn and bark areas, no large tent installations over 10’x15’ are allowed over the stage area.
• Small 10’x10’ canopies with open sides may also be erected in and around the main stage area that do not block pathways or access.
• No tent stakes are to be used in ground for tenting.
• Water barrels must be used to secure approved tents or canopies.
• For further information about tenting and rentals please contact [Events Services].

Food, Cooking, Catering Food Permits and Insurance Coverage
• No BBQ’s, grills, or other open flame, gas, butane equipment are allowed in Meyer Green.
• No Food Trucks of any kind are allowed in or near this venue.
• Simple catered events only, with no complex oils, sauces and liquids that could damage the staging area.
• Small food carts must be placed in areas outside bollards and not on the concrete stage, lawn or bark areas.
• Catering equipment should be set up outside the bollards and ground should be covered with tarp to reduce stains.
• The pathways near and around Meyer Green are to be used as emergency access and ADA pathways for access and egress during events.
• All events with food sales must be pre-approved and permitted as required by Santa Clara County Health Ordinances.
• The Stanford event sponsor must file with the County of Santa Clara regardless of whether food/beverage is being sold or provided for free. The county Event Organizer/Coordinator: Operation of Temporary Event application.
• The vendor must obtain a temporary food service permit and provide that to the Stanford event sponsor.
• All outside vendors and caterers must appropriate insurance coverage.
• All caterers and food cart companies that provide food service (whether free or being sold) must be pre-approved by OSEP or SAL.
Third-Party Vendors, Caterers and Required Insurance

- Upon approval a third party vendor may be hired to help organize and bring equipment to support and staff the event but they must follow all guidelines as stated in this policy.
- Vendors are also required to be insured and must include Stanford University as additionally insured in their documents they submit to Stanford for review and approval by Stanford’s Risk Management Department.
- Insurance Requirements for Suppliers and Vendors
- Also see: Standard Insurance Requirements for General Events

Costs

- Costs for an event in Meyer Green will vary greatly depending on the nature of the event.
- There is no general usage fee for the space itself.
- Please see the Equipment and Technical Staffing Rates Reference List
- Grounds Services must be contacted for sprinkler shutoff and electrical connection access.
- PSSI provides recycling and trash services.
- If the event may need security and/or crowd management assistance please contact the Department of Public Safety.
- Additional costs to consider:
  - Alcohol service is limited to events that have been pre-approved to serve alcohol in this venue and may involve additional licensing and fees. For further information see the alcohol section of this policy and the California license requirements visit:  http://web.stanford.edu/dept/Events/policies/alcohol.html
  - Any damage to the stage and lawn areas, shrubbery or trees resulting from an event will be charged to the event sponsor’s account.

Disability Access

- When planning an event in Meyer Green please include access arrangements.
- The pathways near and around Meyer Green are to be used as emergency access and ADA pathways for general access and egress during events.
- For more information, please contact the Office of Diversity & Access.

Events that involve Underage Attendees

- Event sponsors planning and event that involve underage youth attending and participation may need additional review and approvals.
- Please see Stanford’s Youth Event Planning Policy for further information.

Stanford Public Safety Resources

- For questions regarding safety, security, traffic and crowd control contact Stanford’s Department of Public Safety.
- For capacity and other fire safety questions, contact the University Fire Marshal.
- For general emergency preparedness planning and the location of the Emergency Assembly Point click here.
- The Department of Environmental Health & Safety provides information regarding general emergency prepared plans.

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Vehicle Access and Vehicle Display Restrictions

- Meyer Green is an official pedestrian zone.
- Vehicles inside the bollard areas are prohibited.
- The pathways near and around Meyer Green are to be used as emergency access and ADA pathways for general access and egress during events.
- Only authorized Stanford service vehicles are permitted inside the bollard areas.
- Large vendor trucks are prohibited in this space.
- Vehicle displays or shows, such as those involving automobiles for example, are not permitted.
- No food truck or large food vehicles are allowed in or around Meyer Green.

Alcohol and Licensing Requirements

- Alcohol is not permitted in the Meyer Green space without prior approval.
- Alcohol service may be considered if provided by a licensed, insured and permitted catering service as part of a pre-approved university event.
- Additional permits and approval and licensing fees may be required.
- Student Groups please contact: The Office of Alcohol and Policy Education

Film, Photography and Video Requests

- Stanford's permission is required to videotape, film or photograph any portion of campus or Stanford-owned lands.
- The University will consider reasonable requests for news-related, non-commercial shooting, but reserves the right to deny permission for any reason.
- General commercial requests are not compatible with the teaching and research missions of the University and with its non-profit status.
- Commercial filming and photography is prohibited without permission, which is rarely granted.
- Professional wedding photography is prohibited.
- For further information about this policy click here.

Electrical Power

- There is standard 120V power at the circular concrete area. Contact Grounds and Event Services for further information.
- All power pedestals on the site are locked and need to be requested when booking the space.
- Generators and special lighting may be allowed but their rental and location in Meyer Green may also need prior approval and permitting.

Grounds Services and Sprinkler Systems

- Meyer Green has a sprinkler system for its large lawn, shrubbery and trees.
- When planning an event it is very important to contact the Grounds Department to make appropriate arrangements regarding the irrigation system.
- Irrigation requests should be coordinated by using the Grounds Department service request web form.

Sustainable Event Planning

- When planning an event, there are many choices regarding what to provide to guests, the resources you choose to use, and how to deal with waste.
- For further information and ideas please review this sustainable choices guide.

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Recycling and Event Equipment Rentals

• Please ensure that trash and recycling receptacles are ordered and placed in appropriate areas of the event space.
• All recycling, composting and trash bins are handled by Peninsula Sanitary Services, Inc. (PSSI)
• Outside garbage pick-up services are provided by the Grounds Department.
• Please submit a Customer Funded Work Request for either of these services.
• Please submit all appropriate work orders for cleanup before the event takes place so there is no delay in post-event cleanup services.

Cleanup and Damage

• The event sponsor/coordinator is responsible for the cleanup and removal of all décor, signage, food, trash, personal items and equipment related to the event.
• Clean up of the space includes ensuring there is no damage to the lawns, concrete, plants and bark area within the space. This includes the existing picnic tables and other seating in this area.
• Incomplete cleanup or damage as a result of an event presented by the sponsor, will be billed to that sponsor’s department PTA or student group account number, for all additional cleaning and/or costs related to repair or replacement associated with that event.

Restrooms

• Note: Building restrooms like those in Green Library and the Graduate School of Education should not be considered for usage as part of an event.
• For large events seek additional rental arrangements.
• Please note that access to buildings for evening events may be limited. Please plan accordingly for large group events.
• To order portable restrooms for your event please click here

Bike Parking and Rental

• Two (2) bike compounds exist near Coupa Café (200+ spaces). The tree-barked area between Sweet Hall and the Galvez modules may be used for additional parking and bike racks can be rented for larger events.
• Further bike parking options: Contact Stanford’s Bicycle Program Coordinator. Information located in Contacts Page at the end of this policy.
• Total bike parking in the area includes

| Current bike parking compounds in front of Coupa Cafe | 200 |
| Bike parking near Sweet Hall & area | 50 |
| additional temp bike parking between Galvez Modules and Sweet Hall | 100 |
| Law School area bike racks | 100 |
| Galvez Module parking | 10 |
| Crothers bike compound | 75 |
| **Total Bike Parking in the Meyer Green area** | **535** |
Miscellaneous Restrictions and Additional Guidelines

• No day or night camping with sleeping bags, tents, etc. is allowed in Meyer Green.
• Drones, unmanned remote controlled flying vehicles or model aircraft, etc., are strictly prohibited.
• Stanford University is not responsible for items lost or stolen during events.
• Fireworks or the use of other incendiary devices represent a safety hazard to the area and are therefore prohibited.
• The Clock Tower Chimes at the west entry to Meyer Green cannot be turned off during events. Please plan speaking and other performance portions of events, accordingly as the chimes ring on the quarter hour and the clock counts the time at the top of the hour.
• Lost and found items should be collected and taken to: Stanford Department of Public Safety, 711 Serra Street, 650-723-9633.
**Contacts and Important Numbers**

**In case of emergency:** Dial 911  
**Non-emergency police assistance:** 650-329-3214  
**Stanford Noise Hotline:** 650-724-9000

**For Security Staffing or Event Safety Related Questions:**  
Stanford Department of Public Safety  
Main Office Phone: 650-723-9633  
Event Staffing Services Request Form

**Reservations and Questions for Departments, Schools and Institutes:**  
Office of Special Events & Protocol (OSEP)  
stanfordevents@stanford.edu  
650-724-1387

**Student Groups:**  
Student Activities & Leadership (SAL)  
Nanci Howe –  
Email: nanhowe@stanford.edu  
Office: 650-725-3104  
Snehal Naik -  
Email: svnaik@stanford.edu  
Phone: 650-725-3112

**Law School (and questions related to Canfield Courtyard):**  
Dean’s Office:  
Trish Gertridge -  
Director of Programs and Special Events,  
Office: 650-725-5001  
Email: tgertridge@law.stanford.edu  
Chidel Onuegbu -  
Associate Director of Student Affairs  
Office: 650-725-0764 | Email: chidel@law.stanford.edu

**Graduate School of Education (immediately next door to Meyer Green):**  
Dean’s Office:  
John Nomis, Facilities Manager  
Email: nomis@stanford.edu  
Office: 650-725-1237

**Sweet Hall:**  
Omar Ochoa  
Facilities Services Manager  
Vice Provost for Undergraduate Education  
650-725-2569  
ochoa@stanford.edu

**Stanford Bookstore:**  
Matt Hanson  
Director of Stores  
Tel: 650.329.1217, Ext: 8330  
mhanson@follett.com

**For Bike Parking Information and Rack Rental Options:**  
Ariadne Delon Scott  
Bicycle Program Coordinator  
Stanford University Parking & Transportation Services  
adscott@stanford.edu | t.650.725.2453 | f.650.724.8676

**Green Library:**  
Mimi Calter  
Associate University Librarian & Chief of Staff,  
Stanford University Libraries  
office: 650-725-5813 | cell: 650-799-4515  
e-mail: mcalter@stanford.edu

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MEYER GREEN RESERVABLE OPEN SPACE

Universtiy Architect/Campus Planning & Design

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