Eligibility

The Humanities Center is primarily used as a workspace for Humanities Center Fellows and staff and thus cannot be used for events such as large parties or receptions that are likely to be disruptive to this environment. Levinthal Hall and the Board Room are made available primarily for academic events such as lectures, conferences and seminar meetings that are free and open to the public.

All departments of Stanford University are eligible to use the facility with the following priorities given:

- Humanities Center sponsored events
- Graduate Research Workshops
- Humanities departments at Stanford
- Humanities oriented conferences and lectures by other Stanford departments

We are not able to accommodate reservations for classes or groups wishing to meet on a weekly basis.

Because of the Center's academic mission and its character as a workspace for Fellows, the facilities may not be used for:

- Administrative functions
- Social events
- Student Services
- Celebratory occasions
- Receptions not in conjunction with conferences or lectures
- Dinners whether in conjunction with conferences or lectures or not

The Humanities Center has priority in using these meeting rooms and may, in unusual circumstances, have to override another group’s reservation. If this should be necessary, we will notify you as soon as possible.
General Availability

Rooms are generally available Monday – Friday, 5:00p.m. until 10:00p.m. (this includes the time needed for set-up). They are available all day on weekends.

Availability of Meeting Rooms for conferences

Any conference using Levinthal Hall is required to bring a staff member from the department or other help to set up in the lobby and to field inquiries. Please do not ask SHC staff for assistance.

Monday – Thursday: After 5:00 p.m. only (includes set-up time)
Fridays: Levinthal Hall only available beginning at 1p.m.
Saturday – Sunday: All day

Use of Levinthal Hall for Friday conferences only from 1:00 p.m. onward. Light refreshments, no lunches, can be served in connection with conferences booked for Friday afternoon. Meals on the weekends can be lunch only, no dinners.

The number of conferences is limited to two per quarter and confined to humanities departments and programs proper.

Fees

There is a facility usage fee and a cleaning fee per room.

<table>
<thead>
<tr>
<th></th>
<th>Levinthal Hall</th>
<th>Board Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday, cleaning included:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>More than four hours:</td>
<td>$250</td>
<td>$200</td>
</tr>
<tr>
<td>Four hours or less</td>
<td>$200</td>
<td>$150</td>
</tr>
<tr>
<td>Friday-Sunday, user pays for cleaning*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>More than four hours</td>
<td>$200</td>
<td>$150</td>
</tr>
<tr>
<td>Four hours or less</td>
<td>$150</td>
<td>$100</td>
</tr>
</tbody>
</table>

* ABM work order Friday – Sunday submitted by SHC for department approval

Requesting Space

When

Stanford departments may request space for the 2004 - 2005 academic year beginning October 1, 2004.
How

To request use of the meeting rooms, please fax the reservation form to Gwen Lorraine, 723-1895.

Your reservation is not booked until you receive written confirmation by email, which will include a pre-event and post-event checklist for your convenience.

General Policies

• The Humanities Center is designed to provide a quiet atmosphere in which Humanities Center Fellows carry out their research and writing. All groups using Levinthal Hall or the Board Room should make every effort to maintain this atmosphere.

• No loud activities are permitted at any time, (this also includes the hallways.) Please observe the "Quiet, Humanists at Work" signs.

• Guests have access to the following spaces: Levinthal Hall, lobby, restrooms adjacent to the lobby, and the Board Room. All other spaces are off limits. To comply with university policy regarding children in the workplace, all minors must be accompanied by an adult and remain under adult supervision while in the building or on the premises. Please be aware that an alarm will sound if anyone leaves Levinthal Hall through the double doors to the adjacent Fellows' wing after 5:00 p.m. or on the weekend.

• Limited food and drink served in conjunction with your event is permitted. No kitchen facilities are available. Please provide your own food, dishes and catering. If your group is meeting in the Board Room, you may use the table at the back of the room. If you are in the Baker Room, you may use the counter in the kitchen next door. Groups using Levinthal Hall will serve food in the lobby. Preferably, food should be cold and easily portable. If food is left unattended, please leave a sign indicating that your food is restricted to your group. You will be billed for damage to the carpet and furnishings (e.g. spills).

• No additional furniture may be brought in.

• If using the Board Room, please do not move the large table in any direction. Moving it can damage the table and the carpeting.

• Smoking Policy – No smoking is allowed indoors, or outdoors, near windows or doorways.

• Rent all equipment, including videotape, slide, overhead projectors, and screen from Event Services, www.stanford.edu/group/eventservice. Humanities Center equipment is not available. A work order to Events & Services for a technician is always required for operating the AV equipment in Levinthal Hall. Please plan ahead.

• If it is necessary to post fliers or notices, we can provide 2 stands for this purpose. Scotch tape should not be used on doors or walls.

• Because of liability concerns and university policy concerning children in the workplace, all minors must be accompanied by an adult and remain under adult supervision while in the building or on the premises.
• The following caterers are familiar with our facility. If you have another caterer, please arrange to meet them and do a walk-through in advance.

  Rush Hour, 650-306-7874  
  Stanford Catering, 650-725-1503  
  Cheese Please, 650-524-4999

• Only one key will be given out per event. The key recipient is responsible for meeting caterers, Events and Services, etc.

• **Key pick-up and return:** When picking up a key for your event, please be aware that our office hours are Monday through Friday, 8:00 a.m.-5:00 p.m. (closed noon-1:00 p.m. for lunch). Please return the key the following business day during office hours. For your convenience, a checklist of “Things to do” when your event is over will be given to you when you pick up the key.

  **Cleaning Policy**
  You are responsible for:
  • Leaving the room the way you found it.
  • Removing all leftover food and drink before leaving (no food can be left overnight).
  • Organizing the removal of catering equipment.
  • Organizing the removal of A-V equipment (this cannot be left overnight).
  • Putting the trash in wastebaskets (putting overflow in the dumpster outside by the parking lot) and removing all meeting materials.

  Groups that leave A-V equipment, food or trash behind may be charged a fee(s) and denied future use of the facilities.

  **Security Policy**

  Each group is responsible for locking up at the end of their event. Make certain all windows are secured, and that all doors are locked before leaving.
Emergency Procedures

In case of an emergency, use the phone in the lobby to call one of the following numbers:
Police/Fire/Medical Emergencies: 9-911
Campus facilities – Rapid Response: 3-2281

Facility Description

Levinthal Hall
Capacity: 100 people
100 chairs
1 podium
AV equipment: VCR, DVD, CD, speaker system, 1 microphone, screen, and laptop connection. A work order to Events & Services requesting a technician to operate the equipment is required.

Board Room
Capacity: 30 people
30 chairs
1 rectangular table (seats 20) – Do not move this table in any direction, damage will occur
1 podium
There is no AV equipment in this room: A work order to Events & Services requesting equipment is required.

Parking

During the week a few pay parking spots are available on Santa Teresa Street and behind the building. Free parking is available weekends and evenings after 4:00 p.m. More spaces are available at Tresidder Union.

Payment Procedures

After the date of your event, the Center’s Financial Administrator will initiate a journal transfer to debit your departmental account and send to account approver.

Cancellation Policy

There is a $50.00 cancellation fee if notice of cancellation is given less than two weeks prior to your reservation date.
Humanities Center Facilities – Reservation Form
Fax to 723-1895 – Attn: Gwen Lorraine

Space requested: [ ] Levinthal Hall [ ] Board Room

Title of event: ____________________________________________________________
Size of event: ___________________________________________________________
Date(s) requested: ________________________________________________________
Hours requested: _________________________________________________________
Name of person making reservation: ________________________________________
Name of person on-site at event (if different): _________________________________
Work Phone: ______________________________________________________________
E-mail address: ____________________________________________________________
Name of person responsible for the key: ______________________________________
Sponsoring Department: _____________________________________________________
Campus Mailing Address: ___________________________________________________
Mail Code: ________________________________________________________________

Payment Information

<table>
<thead>
<tr>
<th>Monday-Thursday, cleaning included:</th>
<th>Levinthal Hall</th>
<th>Board Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than four hours</td>
<td>$250</td>
<td>$200</td>
</tr>
<tr>
<td>Four hours or less</td>
<td>$200</td>
<td>$150</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Friday-Sunday, user pays for cleaning*</th>
<th>Levinthal Hall</th>
<th>Board Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than four hours</td>
<td>$200</td>
<td>$150</td>
</tr>
<tr>
<td>Four hours or less</td>
<td>$150</td>
<td>$100</td>
</tr>
</tbody>
</table>

* ABM work order Friday – Sunday submitted by SHC for department approval

Account number (7-digit Univ. Account): _________________________________

Account Approver’s Name: _______________________________________________

E-mail address: __________________________________________________________

I have read and agree to comply with SHC guidelines on use of its rooms.

Signature: __________________________________________________________________

Please contact Gwen Lorraine at 4-0113 if you have any questions -
Pre-Event Checklist

Please use this list to assist you with the “things to do” when you are preparing for your event.

☐ Arrange for someone to set up in the lobby and to field inquiries if you are having a conference or colloquia.

☐ For events Friday-Sunday, notify your administrator that they will be receiving a request for account approval for janitorial clean up.

☐ Arrange for someone to "leave the room as you found it" after your event. (Please refer to post-event checklist.) If using the Board Room, please do not move the large table in any direction as damage will occur.

☐ If you are using a caterer, make arrangements for someone to be here for delivery and pick-up. (Do not leave leftover food and dishes unattended. Please make arrangements for pick-up on the same day of your event. If you need an exception made to this, please notify Gwen Lorraine, 4-0113 in advance.)

☐ Check with your speaker regarding AV needs. Rent all equipment, including videotape, slide, overhead projectors, and screen from Event Services, www.stanford.edu/group/eventservice. The Humanities Center equipment is not available. A work order to Events & Services for a technician is always required for operating the AV equipment in Levinthal Hall. Please plan ahead.

☐ Arrange for someone to pick up the key during office hours, Monday through Friday, 8:00 a.m.-5:00 p.m. (closed noon-1:00 p.m. for lunch).

☐ Arrange for posting of fliers, signs or notices and bring your own supplies for doing this. We can provide the stands, (for 11 x 17 signs) but that is all. Scotch tape should not be used on doors or walls.

Important:
The heating and air conditioning go off at night and on weekends. Push the green button to the left of the large table in the lobby to actuate the system. This runs the system for four hours, at which point the button has to be pushed again if further operation is required.

In case of an emergency, use the phone in the lobby to call one of the following:  
Police/Fire/Medical Emergencies: 9-911
Campus facilities – Rapid Response: 3-2281
Post-event Checklist

Please use this list to assist you with the “things to do” when your event is over & before you return the key.

☐ Leave all tables and chairs the way you found them.

☐ Remove all leftover food and drink before leaving (no food can be left overnight.)

☐ Supervise the removal of catering equipment. You may not wait until the following day to do this. If you need an exception to this, please notify Gwen Lorraine, 4-0113, in advance.

☐ Supervise the removal of AV equipment (if used). You may not wait until the following day to do this.

☐ Put all trash in wastebaskets (put overflow in the dumpster outside by the parking lot) and remove all meeting materials if any are left. Bring any found items to the front desk and notify the owner to pick the item(s) up there.

☐ **Building security is extremely important.** You must be certain all windows are secured and all doors are locked before leaving.

☐ Please report any equipment or building malfunction to Gwen Lorraine, 4-0113.

☐ Return the key the following business day during office hours.

07/08/04