Use of Humanities Center Meeting Space

The Research Workshops sponsored by the Humanities Center have priority over other campus groups for using the meeting rooms at the Humanities Center. The following information spells out the conditions for using this space.

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

Meeting Room Availability

- Monday – Friday: 4:00pm - 10:00pm (this includes the time needed for set-up and clean up).
- Fridays: Levinthal Hall only available beginning at 1pm for colloquia and conferences *
- Saturday – Sunday: All day

* Colloquia and conferences using the meeting rooms are required to bring someone to set up in the lobby and to field inquiries. Please do not ask SHC staff for assistance. Light refreshments (no lunches) may be served in connection with your event booked for Friday afternoon. Meals on the weekends may include lunch, but no dinner.

Fees

Usage and cleaning fees are waived for the Research Workshops.

Requesting Space

When: Research Workshops may request space for the 2004 - 2005 academic year beginning September 1, 2004. Other campus groups will be able to request space beginning October 1, 2004.

How: To request use of the meeting rooms, please contact Gwen Lorraine at 724-0113 or gwen@stanford.edu. Your reservation will be confirmed by email within 3-4 days.

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.

If you need to cancel a date(s), please notify Gwen Lorraine at 4-0113, or gwen@stanford.edu.
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, the Board Room, and the Baker 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.

• Workshop participants have access to the following spaces: Levinthal Hall, lobby, and restrooms adjacent to the lobby, the Board Room and the Baker 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 5pm or on the weekend.

• Limited food and drink served in conjunction with your workshop is permitted. No kitchen facilities are available. Please provide your own food, dishes and catering. If your group is meeting in the Board Room or Baker Room, you may serve food nearer to your meeting room rather than in the lobby only. If you are 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 continue to serve food in the lobby. Preferably, food should be cold and easily portable. Guests may then eat in the meeting rooms. 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. 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.

• 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.

• 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, 725-1503
    Cheese Please, 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, 8am-5pm (closed noon-1pm 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 AV equipment, food or trash behind may be charged a fee(s) and denied future use of the facilities. You will be billed for damage to the carpet and furnishings (e.g. spills).

**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

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

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

Baker Room
Capacity: 22 people
22 chairs
1 oval conference table
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 4pm. More spaces are available at Tresidder Union.
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 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 as damage can 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, 8am-5pm (closed noon-1pm 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 drinks. You may not wait until the following day to do this.

☐ Leave the lecture room free 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 building key the following business day during office hours.

06/21/04