



The Frances C. Arrillaga Alumni Center **Facility Usage Policy**

(Subject to change at any time without notice)

McCaw Hall

Accommodating up to 440 for served lunches and dinners or 600 for presentations, McCaw Hall can be used for luncheons/dinners, meetings, lectures, exhibitions and receptions. This elegant and spacious room has a beautiful maple harlequin floor and soft chandelier lighting. Picture windows and glass doors connect McCaw Hall to the nearby Ford Gardens.

Ford Alumni Gardens, Franklin Fountain and Reflecting Pool

The most enjoyable part of the Alumni Center may well be its fragrant gardens, designed by landscape architect John Wang. The gardens behind the Center include a reflecting pool and falling-water fountain surrounded by a stone terrace, grassy lawn, and courtyard. They are planted with fan palms and over fifty plant species native to California. The Ford Gardens are the ideal location to host outdoor events, including cocktails before dinner.

The Fisher Conference Center

For meetings, luncheons or lectures it is possible to book the whole or part of the Fisher Conference Center. Two suites of interconnecting rooms provide versatile meeting space (Lane/Lyons/Lodato and Barnes/McDowell/Cranston). This facility can be divided into 6 breakout rooms and is perfect for both small and large events. Each suite of rooms allows seating for up to 150 guests theater-style. A one-way mirror in the Cranston Room allows for marketing and focus group research. The lobby/reception area opens outside onto McColl Plaza, and both can be used for catered buffets, refreshment breaks or cocktail receptions.

General Guidelines for Use of the Frances C. Arrillaga Alumni Center

RESERVATIONS

To reserve the use of the Frances C. Arrillaga Alumni Center facilities, please take the following steps:

1. Fill out the online [Space Inquiry Form](#) at our website or contact Alumni Center Services at (650) 736-8743 to check availability and place provisional holds as required.
2. To confirm your event, complete the Event Detail Form and return to Alumni Center Services. Note: an event may not be confirmed unless a valid Stanford University PTA is provided.
3. A member of the Alumni Center Services team will contact you to verify set-up and equipment needs and discuss any other issues that may be relevant to the event.

The Alumni Center is available for events directly organized and conducted by a Stanford school or department. In addition, events should be consistent with the educational mission of Stanford University and intended primarily for Stanford faculty, staff, students and/or alumni.

Outside corporations and organizations **must be sponsored** by a Stanford school or department and meet the following criteria in order to use the Alumni Center facilities:

1. The sponsor will act as the primary liaison between the sponsored group and the Alumni Center and Stanford University service departments, including signing all contracts and placing and confirming all work orders.
2. The sponsor must provide a valid Stanford University PTA account for payment of fees associated with room rentals.
3. The sponsoring department must provide at least one staff member to be in attendance throughout the event.
4. The sponsor must provide significant Stanford faculty involvement and an event coordinator must adequately recognize Stanford's role in the educational content of the conference on-site.
5. The sponsored group must provide registration discounts for Stanford students, faculty and staff to attend the conference. When possible, grants or free registration will be made available for a certain number of students.
6. Adequate recognition of the Stanford sponsor must appear on all marketing materials; any use of Stanford University's name or logo must be approved by the sponsor or **Office of Special Events & Protocol (OSEP)** prior to distribution.

Please note: due to University event policy and building property tax restrictions, the Alumni Center is **not available** for fundraising events of any type conducted by outside corporations and organizations. If fundraising is conducted for a portion of an event not held at the Alumni Center, all proceeds must directly benefit the sponsoring University department.

For questions about event sponsorship policy and procedures, please contact **the Office of Special Events & Protocol** at (650) 723-2551.

FACILITY FEES AND PAYMENT

Please contact Alumni Center Services for current pricing, as facility fees vary by event space and timeframe. Payment must be made via an inter-department transfer of funds upon event completion, using a valid Stanford University PTA or ASSU account number. The Stanford Department hosting or sponsoring the event is responsible for full payment of fees associated with use of the facility.

LOGISTICS

- **ADVERTISING AND PUBLICATIONS**

In all external communications regarding your event, please refer to our location as the **Frances C. Arrillaga Alumni Center**.

- **BUILDING/ROOM ACCESS**

A member of the Alumni Center Services Team/ Security Personnel will be on site during your event. Rental space may be accessed for set-up or other event preparations at the beginning of the reserved rental period; please speak with a member of the Alumni Center Services team to ensure that adequate time has been allocated to accommodate all set-up requirements.

The Alumni Center is open to the public from 8 am - 5 pm, Monday through Friday. If you need access outside of these hours, please make arrangements with a member of the Alumni Center Services team.

- **FURNITURE, AV/MULTIMEDIA EQUIPMENT & LABOR**

Depending on event size and set up requirements,* either Alumni Center Services or Event and Labor Services will provide equipment and set-up in both Fisher Conference Center and McCaw Hall. Please provide our staff with your requirements so that we may advise you.

If your event requires Event and Labor Services, you **MUST** fill out and submit appropriate work orders directly to ELS. Work orders should be placed as soon as possible - ideally no later than one month prior to your event. Work orders and other information can be accessed at <http://bgm.stanford.edu/groups/els/index> and questions or concerns may be directed to: Darin Evans at darine@bonair.stanford.edu or (650) 725-4874. You or your organization is responsible for all fees and charges associated with using Event and Labor Services.

The Alumni Center, while fully capable of supporting a wide-range of A/V and multimedia functions, does require that the set-up of all A/V and lighting equipment is arranged through Event and Labor Services.

For groups larger than 50 participants, or for events requiring multiple configurations, we require that Event and Labor Services provide set-up. In addition, **all event set-ups in McCaw Hall are required to be completed by Event and Labor Services.*

- **CATERING**

For Stanford University events, Stanford Catering - a University department - is the preferred caterer for the Alumni Center. When choosing Stanford Catering you are directly supporting University programs and students. You may contact them directly at (650) 724-3317 to arrange catering for your event. Alternatively, you may select another caterer from the Approved Caterers list available from the Alumni Center Services staff.

IMPORTANT: All day events (with groups larger than 50 guests) providing multiple meals and breaks are required to hire at least one catering staff/server to oversee the event. This will guarantee an on-site point of contact and regular bussing service. Any event in which alcohol is served must adhere to the Alcoholic Beverage Control policy.

- **JANITORIAL SERVICE, CLEANUP AND DAMAGES**

If you are planning to provide food or beverages, a nominal cleaning fee will be levied upon event completion:

McCaw Hall/Ford Gardens	\$300.00 per day, cleaning fee
Fisher Conference Center	\$25.00 per room, per day, cleaning fee

Please note: cleaning fees cover general trash removal and cleaning of restrooms and flooring surfaces. Should you require additional “bussing” service during your event, this must be arranged through your chosen caterer. All décor, personal items, promotional materials, rental equipment and signage must be appropriately disposed of or taken off premises at event completion.

For events in McCaw Hall with over 250 participants that provide catering, please order one garbage bin for every 50 additional attendees and recycling bins through [PSSI](#). If applicable, compost bins are available through [PSSI](#) as well; please consult with your caterer regarding compost and recycling bins.

Damage to the facility caused by the client, guests of client, or a third-party vendor employed by the client will be billed to the client (or sponsor) for additional cleaning, cost of repair or full replacement. These costs are above and beyond the standard cleaning fees for catered events.

The Alumni Center does not use the University’s janitorial supplier, American Building Maintenance (ABM), thus no work order for basic janitorial service is required.

- **FORCE MAJEURE**

The Stanford Alumni Association assumes no responsibility for any liability which may arise from the use of Frances C. Arrillaga Alumni Center facilities or equipment, or any failure or cancellation of service due to an act of nature, civil unrest, or other cause beyond our reasonable control (including any mechanical, electronic, or communications failure).

Frequently Asked Questions

- **How far in advance can I place a reservation?**

A provisional/hold reservation may be placed up to 2 years in advance, which will be confirmed once the event date is at or within 6 months. **While a provisional/hold reservation is being held, priority is given to the Stanford Alumni Association, Office of Development and the Office of the President/Provost.** However, we make every effort to preserve your date and will contact you immediately if a conflict arises.

For provisional/hold reservations made within 60 days from the event date, we will only hold the space for fourteen (14) days without receipt of a completed Event Detail Form. Holds longer than fourteen (14) days must be requested with a member of the ACS staff at the time the original booking request is made.

- **Who staffs my event?**

A member of the Alumni Center Services Team /Security Personnel will be on site to assist you during your event. We require you or your organization to provide us with one key contact person who will work with us in coordinating your event. If your event is being **sponsored** by a Stanford school or department, you must have a representative from the sponsoring department on-site during your entire event.

- **How many people can each facility hold?**

Depending on your event’s catering and audio/visual requirements, the maximum capacity (with minimal set-up) for McCaw Hall is 1000 standing, 600 theater style, and 440 for a served lunch/dinner. Similarly, one side of Fisher Conference Center can hold up to 150 theater style. Please contact Alumni Center Services for the capacities of each room using various set-up styles.

- **Are there any restrictions on where I can set up my event?**

The Alumni Center is a public building as well as a place of business and we need to be respectful of our guests and tenants. Our front Lobby and Living Room are public areas and are thus restricted from major event set-ups **during regular business hours, Monday-Friday from 8am-5pm**. The hallways within the center must be kept clear at all times.

McCaw Hall Foyer: Registration tables and catering tables are allowed, provided they are not blocking any exit doors or any entryways to the Living Room area.

Ford Gardens: No tenting of Ford Gardens is permitted.

Living Room: The Living Room may be used for standing receptions and informal gatherings **after** regular business hours, from 5pm-10pm. Rearranging or removing furniture from the Living Room is not permitted except for evening/weekend events with the permission of an ACS staff. Any furniture that must be moved must be done by Event Services. Use of the piano can be scheduled through the Alumni Center Services Team. The piano is available for use **after** regular business hours, from 5pm-10pm, and for weekend events. The piano cannot be moved from its current location to any other part of the Alumni Center.

Fisher Conference Center: Registration tables and catering tables are allowed, provided they are not blocking any exit doors or the entryway to the Fisher foyer.

- **Are there any restrictions on décor and signage at my event?**

Signs, displays, posters, etc. **may not** be hung from or taped to **any** of the walls, windows, or surrounding structures. Helium balloons are allowed if sufficiently tied and weighted to the ground prior to delivery to the Alumni Center, and must be appropriately disposed of at event completion. Tea lights and candles are not permitted in the building or on the lawn unless they are safely contained. Candle flame must be at least one inch below the opening of the candleholder.

- **How do I arrange parking for large conferences at the Alumni Center?**

Should your event require special parking assistance, please contact the Alumni Center Services staff for recommendations. Once we have discussed your options, please contact Stanford University Parking and Transportation Services (P&TS) at (650) 723-9362. You may also reach them at their [website](#) or email: specialeventsparking@stanford.edu. **Any P&TS requests for spaces on Galvez Street must first be reviewed by ACS before being submitted.**

Due to the sizeable number of campus-based events and their associated impact on both parking and peak commute traffic, please consider scheduling events so attendees arrive and depart during non-peak periods (outside the hours of 7:30-9:00 am, and 4:30-6:00 pm), as this will help the University maintain compliance with the traffic limitations imposed by the Stanford University General Use Permit (GUP). For larger events, you may consider shuttle services or other alternative transportation. Parking & Transportation Services offers convenient charter services to the campus community at low cost. To inquire, call (650) 724-9339 or e-mail charterbus@stanford.edu. To make a request online, go to [Online Request](#).

- **Are there penalties if I need to cancel my event?**

Only written cancellations will be honored. Our cancellations policy is as follows:

McCALL HALL/FORD GARDENS

91 or more days before event - no cancellation fee.

90-61 days out: 50% of the room rental fee.

60 days or less: 100% of the room rental fee.

FISHER CONFERENCE CENTER/McCOLL PLAZA

(Lane/Lyons/Lodato & Barnes/McDowell/Cranston)

61 or more days before event - no cancellation fee.

60 days or less: 100% of the room rental fee.

- **Do you have childcare facilities available?**

The Alumni Center is not equipped with a childcare facility or staff to monitor children. If you plan on having small children in attendance, please be sure to provide adequate adult supervision for the duration of your event.

CONTACT INFORMATION

Alumni Center Facilities and Services

Frances C. Arrillaga Alumni Center

326 Galvez Street

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ACS Events Line & Fax: (650) 736-8743

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Stanford University Facilities Operations

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