

**The Harold and Libby Ziff Center for Jewish Campus Life**  
**Taube Hillel House & Koret Pavilion**  
**Room Reservation Agreement**  
(Updated 8/01/2015)

To be eligible to use space at the Ziff Center, a group's philosophy, purpose and activities must not be inconsistent with the mission of Hillel@Stanford. The mission of Hillel@Stanford is to empower Jewish students at Stanford to explore and deepen their Jewish identities, and to envision their futures with choices inspired by Jewish values and commitments. Leveraging the distinction of Stanford University and the global impact of our graduates, Hillel enriches the lives of Jewish undergraduate and graduate students so that they may enrich the Jewish people and the world. It is the right and responsibility of Hillel@Stanford to determine eligibility, in part, based on a group's mission and activities. Groups that are not eligible to reserve space are those that promote activities that accomplish the following:

- 1) Espouse bigotry or extremist ideologies;
- 2) Actively seek to proselytize to Jews;
- 3) Promote hatred, violence or intolerance; or
- 4) Engage in Israel-related activities inconsistent with Hillel at Stanford's Israel policy (See attached policies)

Hillel@Stanford reserves the right to request, at any time, materials about the mission, objectives and activities of any group seeking to rent or use its facilities. Hillel@Stanford reserves the right to review in advance and approve or disapprove any publicity about events scheduled to take place in its facilities.

Groups using the Taube Hillel House and Koret Pavilion at the Ziff Center are required to follow the regulations outlined on these pages. Please note details of event management are the responsibility of those reserving the room. Hillel staff members are NOT involved in these details. DO NOT give the Hillel office phone number to participants or vendors as a contact or information number.

**CHARGES/ROOM RATES:** All non-paying, multiple-use Voluntary Student Organizations (VSO) are required to pay a **non-refundable \$75 usage fee per quarter** for use of the Ziff Center space. Quarterly usage fees allow VSOs access to all Ziff Center spaces for the quarter. Fees can be paid by credit card or check made out to "Hillel@Stanford." Non-VSOs may reserve spaces at a daily rate. Room details and rates are located at <http://hillel.stanford.edu/room-rentals/reservations/>.

**1. CLEAN UP and DAMAGES:** The group using the space is responsible for all cleaning. Hillel staff can answer questions, but they DO NOT aid in cleanup. Any damages to the facility or furniture caused by the group, guests of the group, or a vendor employed by the group will be billed for costs of repair or necessary replacement. ***A cleaning fee will be charged for rooms left in disarray.***

- **For the Taube Hillel House:** extra garbage bags and cleaning supplies can be found in the pantry of the kitchen.
- **For the Koret Pavilion:** cleaning supplies and extra garbage bags can be found in the Janitor's closet on the second floor next to the Student Activity Center. Additional cleaning supplies are in each room.
- Trash, compost, and recycling dumpsters are located in the outdoor enclosure next to the Koret Pavilion. Empty all garbage, compost and recycling into the correct containers at the conclusion of your event.

**3. FURNITURE:**

- You are responsible for returning tables and chairs to their original configurations and/or storage location. Room configuration layouts are posted in each room. ***Failure to do so will result in a room-reset charge.***
- **Interior furniture may NOT be removed from either building for outside use or moved between floors.**

**4. ALCOHOL:** Hillel@Stanford prohibits the consumption of alcohol unless the alcohol policy is reviewed and signed by the renters and then approved by the Executive Director. Alcohol for non-religious events can only be served on weekends (Saturday evening to Sunday evening). **If alcohol is served, renters are responsible for providing professional cleaning services immediately after the event.** Check with Audrey Samon or Pat Waters for names of recommended companies.

**5. FOOD:** Only Kosher or Vegetarian food may be served at Hillel at Stanford. The Taube Hillel House and Koret Pavilion kitchens are STRICTLY KOSHER. Please refrain from bringing non-kosher food into these spaces. For additional questions about our food and kitchen use policies please contact either Audrey Samon ([asamon@stanford.edu](mailto:asamon@stanford.edu)).

**Do Not** leave behind any leftover food in the refrigerator or anywhere else at the Ziff Center.

- If you throw food into the trash/compost, please remove that trash/compost from the building (trash bins are located

in the enclosure next to the Koret Pavilion and place in correct container).

- Please ask if you wish to use a caterer for your event. Contact Audrey Samon for a list of kosher options.

**6. MUSIC AND NOISE:** *NO loud music may be played after 10 p.m. on weeknights or 1a.m. on weekends.* In general, be aware that others are using the facility. You may not create noise that will interfere with other programs, events and activities taking place within the facility.

**7. DECORATIONS:**

- Decorations or signage must be hung with BLUE TAPE ONLY. No other tape, nails, thumbtacks, etc. can be used.
- Decorations or signs should be put up immediately prior to the event and taken down immediately after the event.
- Luminaries, open-flame candles, combustibles, smoke, pyrotechnics or fireworks are NOT permitted.
- Confetti or glitter is not allowed.

**8. CANCELLATIONS: Submit cancelation request in writing via email or fax.**

- For paid reservations: Any cancellations made 15 days or less prior to your event are charged 50% of the full rental fee.
- For non-paid reservations: Please cancel reservations as soon as you are aware of the cancellation. If a group reserves a space and has a “no show,” that group may be restricted from reserving space in the future.

**9. CLOSING TIMES:**

- Groups must vacate the reserved facilities by the hour indicated on the Room Reservation Form.
- Be sure to fill out an after hours access form with Audrey Samon if you will need the space for an event on the weekends when the buildings are locked.
- If you are the last person/group in the Ziff Center, please be sure to follow the closing checklist posted in each room to make sure that all lights are off, all doors/windows are locked, furniture is back in its original location, and food/fliers/trash are thrown out and disposed of properly.

**10. SIGNATURES:** Please note, this agreement must be signed and received by Hillel@Stanford before any reservation can be confirmed. If you have any questions, please check with a Hillel staff member during the office hours of 9a.m.-5p.m.