

**John A. Cynthia Fry Gunn Building
Stanford Institute for Economic Policy Research (SIEPR)
366 Galvez Street**

EVENT POLICIES

All events held at the SIEPR Building must support the educational mission of Stanford University and be sponsored by a Stanford department or administrative unit. It is available for events directly organized, planned, and managed by a Stanford department / organization. Outside organizations must have a Stanford University academic or administrative unit sponsor to reserve, act as a point of contact during the planning process and pay for rental fees with a department PTA. In addition, unaffiliated event sponsors cannot receive any financial benefit from the event in net proceeds and cannot use the event as a fundraising activity. [Please visit](#) the Office of Special Events and Protocol (OSEP) for more information about sponsored events.

A member of the SIEPR facilities team will be on site to assist you during your event. Your organization is responsible for event staffing and logistics. We require one point of contact from your organization to be present throughout your event.

For event requests made more than 4 months in advance, SIEPR can only offer a hold on dates/spaces. Full confirmation of dates/spaces becomes available once the event is 4 months away. More information is [available online](#) in our rental steps page.

CANCELLATION

Cancellations within 30 days of the event date will be charged 100% of the room rental fee.

PAYMENT

Payment will be processed through Stanford iJournal transfer within 2 weeks of the event date using the PTA information provided in the agreement form.

EVENT SERVICES, ROOM SET-UP, AV SUPPORT, VIDEO/LIVE STREAM

Use of the Koret-Taube Conference Center requires the support of Event Services for any reconfigurations from the default. The client is responsible for placing and managing this order. If video recording or live stream is needed, the client is responsible for booking a vendor. Stanford Video is recommended due to familiarity with our spaces. For more information on event set up and AV needs, please visit the Event Services website. For more information on video services and live streaming, please visit the Stanford Video website. No tape, pins, nails or any adhesives are allowed on any walls, windows or surfaces. There are to be no open flames inside the building.

WHAT IS INCLUDED IN THE ROOM RENTAL FEE

Each space will include various amenities. For details on furniture and AV equipment that is included, please see details on our website. Some items and services that are NOT included are: custodial services, an event manager, event security, catering service, decorations, linens, kitchen utensils/serving trays and business center services such as printing.

CATERING

Any caterer approved to work on Stanford campus may work in the SIEPR Building. Approval is obtained by submitting proof of insurance to the University. Please let us know if your caterer is unsure if this has been submitted, so we may insure they have the proper documentation to provide catering service at SIEPR.

PSSI/RECYCLING

Any event scheduled in the Koret-Taube Conference Center will require that you order waste bins, as none are built in to the space. For groups of 100 or less that serve food on china, only one set (landfill, compost, recycling) is required. Groups who serve food on disposables should consider more sets: (3) are recommended to cover all areas. Groups who serve boxed lunches should consider ordering extra bins of a specific kind (compost if your lunch boxes are compostable, landfill if not). If you need more guidance in determining what to place on your order, please visit the Stanford PSSI/Recycling website or email pssi@pssirecycling.com.

CUSTODIAL AND AFTER EVENT CLEAN UP

Custodial and after event cleanup are not included in room rental fees. Please place an order for cleaning after your event for each space used. Details for each field in the request form are available on our room rental steps website. For more information on custodial, after event clean up and fees, please visit the Stanford Buildings & Grounds Maintenance website or contact: lbreoperations@stanford.edu.