



JOHN A. AND CYNTHIA FRY GUNN BUILDING
366 Galvez Street

CONFERENCE SPACE RENTAL PROCESS STEPS
effective February 2020

STEP ONE: REQUEST DATES

To check availability and request dates, please fill out our online room request form as a first step:

https://siepr.stanford.edu/conference_room_request_form

Hold Added

if your date is available, a hold will be placed

Waitlist Process

if your date is not currently available

Confirmation

Once your requested date is within 120 days / 4 months, and if there are no internal requests you will be confirmed

STEP TWO: CONFIRMATION AND PAYMENT

Once your request has been confirmed, please fill out our online agreement form:

https://siepr.stanford.edu/conference_room_agreement_form

Payment Method

University PTA only accepted method

Confirmation Window

please submit only once within 120 days / 4 months

Cancellation Policy

30 days or less: 100% of the room rental fee forfeited

STEP THREE: REQUIRED CLEANING ORDER

A request for cleaning is required to be placed after your event for each room used

[Stanford Buildings, Grounds, Maintenance: Customer-funded Custodial Request](#)

- Request Type: custodial services
- Building: 08-280 Gunn/SIEPR
- Room: ___[your event location]___
- Title: Request for custodial service for ___[your event name]___ on ___[your event date]___.
- Description: Please vacuum, sweep, clean surfaces and tables, and remove garbage / recycling from ___[your event location]___ after ___[time]___ on ___[your event date]___.

To rent waste bins for your event, use the same link above with the information added below

Waste bin rental is required for Koret-Taube Conference Center - all other rooms include waste bins

- Request Type: Recycling, Composting and Trash Bins
- Building: 08-280 Gunn/SIEPR
- Room: 130
- Title of Request: Waste bin rental and service for ___[your event name]___ on ___[your event date]___.
- Description: Please deliver ___ sets of recycling / composting / trash bins before ___[time]___ on ___[your event date]___ and remove bins after ___[time]___ on ___[your event date]___.

EVENT SERVICES REQUEST

Required for: room reconfigurations / furniture rentals / in-room AV support / extra equipment rentals

[Stanford Event Services: Request Services Form](#)

- An Event Services order is required if you need to reconfigure the Koret-Taube rooms from default
- An order is required **at least 2 weeks in advance of your event date**