General Guidelines for Hosting Meetings/Events on Campus

Thanks for your interest in hosting your Stanford club event on campus! As a club leader or organizer, you have plenty of options for hosting your next board meeting, speaker event or reception at the Farm. The Alumni Center facilities can be reserved throughout the year accommodating 15-900 people. Alternatively, you may also contact Stanford’s other departments regarding their respective facilities rental offerings (see below). Rental fees vary depending on group size, rental hours, spaces used, A/V, catering, cleaning and parking needs.

Making your reservation

To reserve any Frances C. Arrillaga Alumni Center facility, please take the following steps:

1. Contact your Regional Manager to make sure they can sponsor your event.
2. Fill out the online Space Inquiry Form or contact Alumni Center Services (ACS) at (650) 736-8743 to check availability and place provisional holds. Check out the Alumni Center website for more information on the different space options.
3. To confirm the event and formally reserve your space, complete the Event Detail Form (provided by your Regional Manager) and submit it to your Regional Manager; they will sign the form, provide a Stanford University account number, and forward it to Alumni Center Services (ACS).*
4. Once the completed Event Detail Form is received by ACS, a team member will contact you to verify set-up and equipment needs and discuss any other issues that may be relevant to the event.
5. Once your event concludes, you are responsible for reimbursing SAA for any fees charged to our account. This includes room fee, catering and Event Services (ES; formerly ELS). A check should be sent payable to SAA and mailed to Rachel Dolkas at Frances C. Arrillaga Center, 326 Galvez Street, Stanford CA 94305 within the same month of your event.

*This makes your group responsible for the room charge in the event of a cancellation. Should you need to cancel a confirmed event, our cancellation policy is as follows: Fisher Conference Center: 61 days or more – no cancellation fee; 60 days or less – 100% of room rental fees. McCaw Hall: 91 days or more – no cancellation fee; 90-61 days – 50% of room rental fees; 60 days or less – 100% of room rental fees. Only written cancellations will be accepted.

Frances C. Arrillaga Alumni Center spaces (for more info click here)

The Fisher Conference Center (Fisher floor plan)
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 a versatile meeting space and can be divided into 6 breakout rooms. Each suite of rooms allows seating for up to 150 guests theater-style.

McCaw Hall (McCaw Hall floor plan)
Accommodating up to 440 for served lunches and dinners or 600 for presentations.

Ford Alumni Gardens, Franklin Fountain and Reflecting Pool (Ford Gardens floor plan)
The gardens behind the Center include a reflecting pool and falling-water fountain surrounded by a stone terrace, grassy lawn and courtyard.
Customizing your event

Catering
Stanford Catering - a University department - is the preferred caterer for the Alumni Center. You may contact them directly at (650) 724-3317 to arrange catering for your event. Alternatively, you may select another caterer from the University's list of Approved Caterers.

Audio/Visual
Audio/visual and equipment needs can be submitted online with Stanford Event Services. Any changes to your submission must be made at their website too. 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.

Cleaning
The Alumni Center charges a cleaning fee for all events, which includes janitorial service both during and after your event.

Parking Maps & Directions
Please refer to this website for more information on logistics.

Off-campus lodging
If you need to provide lodging information to your guests, you can find a comprehensive list of hotels near Stanford here.

Alternate Campus Meeting Spaces
There are several other locations around campus available to host your meetings/events. Please contact each location directly.

Tresidder Memorial Union
459 Lagunita Drive, Suite 6
Stanford, California 94305-3067
Contacts:
anita@stanford.edu
Efrain Magana, emagana@stanford.edu

Stanford Graduate School of Business Knight Management Center
655 Knight Way
Stanford, CA 94305-7298
GSB-Scheduling@gsb.stanford.edu
650-725-3215

Jen-Hsun Huang Engineering Center
475 Via Ortega
Stanford, CA 94305
Contact: Veronica Chavez, vichavez@stanford.edu

Munger Catering and Conference Services
555 Salvatierra Walk
Stanford, CA, 94305
conferenceinquiries@lists.stanford.edu