

*Jasper Ridge Biological Preserve*  
*Stanford University*  
*Stanford CA 94305-5020*

**Event Protocols:**

Events and activities held at Jasper Ridge Biological Preserve should further the Preserve's mission. The Preserve should not be used for the personal gain of individuals or for groups that do not help further the Jasper Ridge educational and research mission. Education is construed broadly to include public outreach and organizations whose activities complement those of the Preserve.

Preserve facilities may not be used to raise money or to solicit donations for off-campus non-Stanford individuals, organizations, or causes.

Scheduling priority is given for events that are educational in nature. Recurring educational events take priority over events that are one-time or occasional. If there is a scheduling conflict, staff will work with the requestors to see if an accommodation can be made, but this will only be done under special circumstances and must be approved by the Administrative Director. If an acceptable accommodation can't be found, then the priority noted above will get preferential treatment if their activity was scheduled on the calendar more than 2 weeks in advance. If the recurring activity is not on the calendar within two weeks of the activity, then precedence will be given to the activity that was scheduled first.

**Scheduling restrictions:**

- Events that require use of the classrooms or kitchen area may not be scheduled within 48 hours of each other from June - January.
- For the February - May period, there may not be an event scheduled that interferes with class activities without agreement from the class instructor(s) and approval of the Administrative Director.
- During the spring quarter, there may not be any events Tuesday - Thursday and no more than two events per month that require use of the classrooms and/or kitchen during the other days of the week.
- An event can only be scheduled if there is a specific staff person that has agreed to act as host and provide logistical support.

Other factors that are considered for event requests include length of program, number of participants, number of vehicles, special requirements (catering, external lights, audio-visual needs, etc.), room logistics, and other competing demands on the space.

Verbal confirmation of hosting an event is not to be considered final approval. Written confirmation (most likely by email) must be received after it has been entered into the Preserve calendar and approved by the Administrative Director.

**Housekeeping, Food and Catering Protocols:**

Requestors must meet with the staff person in advance of the event and agree to be responsible for the items on the attached check-list. The check-list must be reviewed and signed by the requestor before the event is officially approved. At that meeting, the staff person will review where equipment such as tables, projector, etc. are located.

Requestors may change the room setup to accommodate their group. However, they are also responsible for returning the room to the setup conditions described by the staff sponsor. It is the responsibility of the room requestor to leave the room in good condition.

If the event is to be catered, if the caterer used is not one of our preferred caterers, then there must be an arrangement for the requestor and the caterer to visit the site at least 5 days before the event. At that meeting staff, requestor, and caterer will review all logistics concerning the provision of food, what is expected in terms of cleanup, trash/recycling management, and departure. This should include covering expected time of arrival and departure and all items marked on the check-list.

There are to be no open flames or smoking in the picnic area or the building.

#### Fees:

The standard fee for any event that requires building facilities (including any utilities) is \$250. Under special circumstances this fee may be waived. For example events that include: organizations or groups that the Preserve is affiliated with or participates in; a Stanford lab group that is engaged in research at the Preserve; or organizations and Stanford groups with which the Preserve is trying to cultivate relations.

There is a \$100 fee for events that include more than 45 vehicles, including any support vehicles such as caterers.

There is an additional \$150 fee if the classrooms or cleanup are left incomplete or in improper condition based upon the checklist that was agreed to. Any damage to the facility and surrounding property are the responsibility of the non-staff event sponsors.

All fees associated with event services, catering, etc., are to be paid directly by the organization for which the event has been scheduled.

#### Access:

During the walk through, decisions should be made about access (i.e., whether the gate should be left open for some period of time, who will let people in if the gate is not to be open, providing adequate information for finding the Preserve, where visitors should park, etc.).

If the event is to be held during non-work hours (evenings, weekends, etc.), there must be some arrangement made so that a staff member is available at the beginning and end of the event.

**EVENT REQUESTOR CHECKOUT LIST**

<u>CATEGORY</u>	<u>AGREED</u>	<u>COMPLETED</u>
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Trash

Recycle containers	_____	_____
Non-recyclable emptied in dumpster	_____	_____

Chairs set per arrangement	_____	_____
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Tables set per arrangement	_____	_____
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Food properly stored or removed	_____	_____
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Floors swept if needed	_____	_____
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Whiteboards cleared	_____	_____
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Kitchen

Preserve utensils in dishwasher or returned	_____	_____
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Preserve kitchenware & cups returned or in dishwasher	_____	_____
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Lighting

Interior lights off	_____	_____
Exterior lights off or on timer	_____	_____
Bathroom lights off	_____	_____

Exterior Doors locked after 5 p.m. and on weekends	_____	_____
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Remove signage used for event	_____	_____
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Event Representative Name: \_\_\_\_\_

Event Representative Signature: \_\_\_\_\_

Staff Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_