



2010-2011 Resident Fellow & Resident Assistant

# GUIDEBOOK



**STANFORD DINING**  
STANFORD UNIVERSITY

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Yost, Murray, and EAST dining provides an intimate dining experience for these three row house residences. A dedicated chef serves up daily specials, and a fresh salad bar and deli are always available. Residents can enjoy open kitchen privileges in kitchenettes stocked by a house-elected kitchen manager. EAST residents also have the privilege of cooking in the fully-equipped commercial kitchen when the chef is off duty.

**NEW WELLNESS & PERFORMANCE NUTRITIONIST AT STANFORD** This summer Stanford Dining added a wellness & performance dining nutritionist to their team. Elaine Magee, MPH, RD, author of 25 books on nutrition and healthy cooking, is a nutrition expert/writer with 25 years of experience. If students have a quick nutrition question they can email Elaine at: [diningnutritionist@stanford.edu](mailto:diningnutritionist@stanford.edu).

They can also follow Elaine's "Food 4 Thought" blog and post questions for during open office hours at [facebook.com/stanforddining](https://www.facebook.com/stanforddining). Please check the website for the exact times and days.

**STAR GINGER** This fall, Stanford Dining will debut the Star Ginger Vietnamese and Thai concept at Wilbur dining hall. We have partnered with Mai Pham, the chef/owner of Lemon Grass restaurant in Sacramento and author of Pleasures of the Vietnamese Table and The Best of Vietnamese and Thai Cooking, to create a fresh Southeast Asian featuring Thai and Vietnamese menu items for our students. Get ready to savor light pho noodle soups, a variety of curries and other dishes such as lemongrass-scented pork chops, refreshing green papaya salad and crispy fish with tomato-shallot sauce.

**MEAL SERVICE AND DINING HALL HOURS** Stanford Dining serves all-you-care-to-eat meals in all of the residential locations. Each week, 19 meals are prepared: breakfast, lunch and dinner Monday-Friday, and brunch and dinner Saturday and Sunday. Yost and Murray have their own unique meal plan that includes "Open Kitchen".

**MEAL PLAN SELECTIONS** Students choose from three meal plans, with varying degrees of flexibility. The 19, 14, and 10 meals/week meal plans cost the same amount. Those plans also include five bonus guest meals per quarter.

- 19 meals/week (every meal served)
- 14 meals/week, plus 420 Meal Plan Dollars (academic year total)
- 10 meals/week, plus 750 Meal Plan Dollars (academic year total)

**NEW**

- 5 meals/week, plus 150 Meal Plan Dollars (academic year total)  
- Mirrielees Apartment Residents only



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**GRAD MEAL PLANS** Plans are sold in blocks of 5 meals. The lunch plan is \$5.95 per meal, the dinner plan is \$6.95 per meal. Dinner meals can be used during the residential dinner period. Lunch meals can be used during residential lunch or brunch.

<https://dining.stanford.edu/grad>

**STAFF/FACULTY MEAL PLANS** Lunch plans are sold in blocks of 5 meals (\$5.95 each). Sales tax is applied to all orders.

<https://dining.stanford.edu/staff>

**DEPARTMENT MEAL PLANS** Department Lunch Card Plans are sold in blocks of 25 meals at \$5.50/meal. Sales tax is applied to all orders. <https://dining.stanford.edu/departments>

**MEAL PLAN DOLLARS** Meal Plan Dollars can be used in residential late-night operations (The Dish at Stern and Late Nite at Lakeside), to purchase all-you-care-to-eat meals in the dining hall for plan-holder or for a guest; and at Stanford Hospitality & Auxiliaries' retail locations. These include Subway, Peet's Coffee and Union Square at Tresidder; Olives @Bldg.160; the Café at the Alumni Center; and the Axe & Palm at the Old Union. A maximum of 50 Meal Plan Dollars will carry over each quarter if available in the remaining balance. This carry over applies to Fall to Winter quarters, Winter to Spring quarters, and Spring to Summer Quarter and Summer to Fall (for those enrolled in a Stanford dining meal plan for the following quarter).

At the end of the meal plan year, any remaining Meal Plan or Cardinal Dollars will be forfeited.

**CARDINAL DOLLARS** that are purchased separately, and are not part of a meal plan package or Meal Plan Dollars, the entire unused balance will carry over from quarter to quarter, and from year to year.

Students, staff and Stanford guests can purchase Cardinal Dollars by going to the Stanford Dining website to purchase additional Cardinal Dollars with a credit card. Stanford students may purchase Cardinal Dollars from the Stanford Dining website and have the charge added to their student bill. They can be used in the residential late-night operations (Stern-The Dish and Late Nite at Lakeside), to purchase all-you-care-to-eat meals in the dining hall for the plan-holder or for a guest, and at Stanford Dining's retail locations.

**Meal Plan Dollars** can be used at these locations

Branner Hall  
Florence Moore Dining  
Lakeside Dining/Latenite at Lakeside  
Manzanita Dining  
Ricker Dining  
Stern Dining/The Dish at Stern  
Wilbur Dining  
Stanford Stadium  
(during Stanford football games)

The Café at Arrillaga Alumni Center  
The Axe & Palm  
Olives @Bldg. 160  
Union Square at Tresidder Memorial Union  
Subway at Tresidder Memorial Union  
Express Lunch/Peet's at Tresidder Memorial Union

**Cardinal Dollars** can be used at these locations

#### DINING HALL

Branner Hall  
Florence Moore Dining  
Lakeside Dining/Latenite at Lakeside  
Manzanita Dining  
Ricker Dining  
Stern Dining/The Dish at Stern  
Wilbur Dining

#### STANFORD-OWNED RETAIL CAFÉS (SHAA)

The Café at Arrillaga Alumni Center  
The Axe & Palm  
Olives @Bldg. 160  
Union Square at Tresidder Memorial Union  
Subway at Tresidder Memorial Union  
Express Lunch/Peet's at Tresidder Memorial Union



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**SUSTAINABILITY REPORT** For a comprehensive look at Stanford Dining's Sustainable Food Program, please check out our Sustainability Report for 2010, which can be found online at <http://sustainabledining.stanford.edu>. The Report provides a detailed summary of the sustainable food initiatives we have implemented as well as a summary of the faculty, staff, students, and others with whom we collaborate in providing education and raising awareness on campus. The Report is a great place to start for any student who is interested in learning about or getting involved in the sustainable food movement here at Stanford.

**COMPOSTING** Our goal is to create as little waste as possible. For any waste that we do create, we divert as much of it as we can from the landfill to higher purposes, including food donations, recycling, and compost. Please help us close the loop on our food waste stream by scraping your leftovers, napkins, and other organic materials into the green bins labeled "compost" located next to the dish return. In addition to reducing our environmental impact, your help also creates opportunities to purchase more local and organic food by reducing our costs. When in doubt about what can go in the compost bin, please ask the manager of your dining hall or send an email to [sustainablefood@stanford.edu](mailto:sustainablefood@stanford.edu).

**ZERO-WASTE EVENTS** Stanford Dining frequently hosts events outside of the dining hall for which reusable serviceware is not a viable option. As with anything we do, our goal for these events is to create as little waste as possible. We achieve this in part by using compostable serviceware, but we are only successful in creating zero waste if these items actually end up in the compost bin. To assist in this objective, we rely on student volunteers to communicate with other students at the event and to demonstrate which items go in which bins. A free t-shirt is given to volunteers as both an incentive and token of appreciation. Interested student volunteers should contact Students for a Sustainable Stanford ([sustainability.stanford.edu](http://sustainability.stanford.edu)) for opportunities to get involved.

**SERVICWARE: CUPS, PLATES, BOWLS, & SILVERWARE** We choose to use reusable serviceware in the dining halls because, all options considered, they have the lowest environmental impact. They also happen to be quite a bit more expensive than disposable options and are economically justifiable only to the extent that they're continually used in the dining hall over a long period of time. Any time a plate, bowl, cup, or piece of silverware leaves the dining hall and never returns, a chain of events is set off whereby resources are extracted from the earth, manufacturing plants are fired up, packaging is consumed, and all modes of transportation are put into gear. Please help us minimize not only our cost, but our ecological impact by returning all serviceware to the dining hall from whence it came.



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**BRINGING GUESTS TO MEALS** Every meal plan includes five bonus Guest Meals per quarter. Unused guest meals expire at the end of each quarter. Additional guest meals can be purchased with cash, Cardinal Dollars, Meal Plan Dollars or Stanford Card Plan.

**STUDENT INTERNSHIPS AT STANFORD DINING** Stanford Dining offers employment opportunities for students, with flexible hours, various work locations, and diverse types of employment: marketing, student manager, light office duties and others. For further information about Stanford Dining email us at <http://diningservices.stanford.edu> and we will match your interests to our available open positions.

**DINING CARDS** Meal plans are magnetically coded on the Stanford University ID card; plan holders bring their ID card to pay for their meal.

- If a card is lost (or not with the student at meal time), the student can only enter the servery by paying cash or borrowing a guest meal from another student. It is against policy for checkers to “key-in” ID numbers; you must have your Stanford ID card in order to dine with us.
- Report lost ID cards to the Stanford ID Card office as soon as possible. The Card Office is now located at the Student Services Center on the second floor of Tresidder Union; their contact number is 498-2273 (8-CARD).
- Exemptions from meal plans are issued for medical, disability-related or religious reasons only.

For information about qualifying for a Meal Plan Exemption, call the Central Dining Service Office at 723-4751 or 725-1508, or email: [diningplans@stanford.edu](mailto:diningplans@stanford.edu).

**CASH RATES FOR “ALL YOU CARE TO EAT” MEALS**  
(Cash, Cardinal Dollars or Stanford Card Plan)

- Student rate (without sales tax): Breakfast \$5.72; Lunch/Brunch \$7.32; Dinner \$9.15
- Non-student rate (with sales tax): Breakfast \$6.25; Lunch/Brunch \$8.00; Dinner \$10.00

**PAYMENT OPTIONS** We now accept credit cards in dining hall locations. We also accept cardinal dollars, meal plan dollars, checks, and cash.

**SACK LUNCHES** These are available for pick-up during the breakfast meal Monday through Friday. Please see your dining hall manager to arrange for them in advance. You may also sign up for a sack lunch online. Just visit <http://dining.stanford.edu> and select Cardinal on the Run icon at the bottom of the web page.

*NOTE: Paper plates and disposable containers are not available. Packing food to go is not allowed in dining halls; the sack lunch/dinner program is the only exception.*

**IN-ROOM MEALS WHEN A STUDENT IS ILL** Students who are ill in bed can arrange to have a meal prepared, and have a roommate or friend bring it from the dining hall to their dorm room. Please contact dining hall managers to arrange for this service. You may also visit <http://dining.stanford.edu> and select Cardinal on the Run icon at the bottom of this web page.

**HINI** A quarantined student can order a meal to be delivered to their quarantined residence. The order form is located at <http://mds.stanford.edu> but they must be pre-authorized by the Dining Central Office. In order to authorize a student send an email to [diningplans@stanford.edu](mailto:diningplans@stanford.edu) with the student’s SUNET ID. This number will allow the student to order food and beverages during their quarantine period. Students using this service are not allowed to enter the dining halls while under medical care/observation.

All meals are available on the following schedule. Allow 45 minutes from the time of placing an order to delivery.

- Breakfast (delivery available 8 AM–9 AM)
- Lunch (delivery available 11 AM–1 PM)
- Dinner (delivery available 5 PM–7 PM)
- Snacks (delivery available throughout the day 8 AM–7 PM).
- Snacks can also be used to supplement between meal periods.



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**WEEKEND TRIPS/CASH REBATES** Cash rebates are available for students on meal plans under certain conditions. These can be issued when students are off-campus for a Stanford event that is pre-authorized by a Resident Fellow. A sample Cash Rebate Request form is included in this manual; forms are available in your dining hall's office.

- The event must be an educational activity, approved by the Resident Fellow or faculty sponsor, and the Stanford Dining Unit manager. Charity events or donations do not qualify for a meal plan rebate.
- There must be a minimum of 10 students on meal plans participating in the community building event. The cash rebate rate is \$2.75/meal.
- A completed Cash Rebate Request form is signed by the RF and submitted to the Dining Manager seven days prior to the event, along with a list of participating students' names and ID numbers. Cash rebates must be submitted under a person and not a house.
- Rebate checks are processed after the event has taken place; the check takes a few weeks to process. Your dining hall's Unit Manager will receive the check and will pass it on to you. Please see your Stanford Dining Hall manager with any questions.

**WEEKEND TRIPS/FOOD TO GO** Stanford Dining can provide food and some supplies for weekend camping and ski trips. Perishable food needs to remain refrigerated; be sure to bring ice chests when you pick up the food. Stanford Dining does not have ice chests to loan; we can provide the ice. Please see the sample Weekend Trip Menu Selection form in this manual.

**REAL GOOD FOOD, REAL LATE** The Dish at Stern, Late Nite at Lakeside and The Axe and Palm all offer full menu late night dining options. Please visit our website <http://dining.stanford.edu/late-night> for hours and menu options.

**GLUTEN-FREE** Stanford Dining offers gluten free foods in the dining halls. Students who want additional information or specific questions should contact the dining manager of their hall to review their options and find out how food is prepared and where special gluten-free items are located. For more information and a list of available foods, please visit our website at <http://dining.stanford.edu/gluten>.

**BBQ REQUESTS (GRILL YOUR OWN)** Food for a BBQ can be requested in exchange for a meal (lunch, brunch or dinner) providing:

- A minimum of 15 students on meal plans are participating.
- A completed "Request for BBQ" form is submitted a minimum of 7 days prior to the event.
- A list of the participating students' names and ID numbers is provided to the dining manager at least 5 days prior to the event. If the student list is not submitted on time, we will assume the order has been cancelled.
- Guests can be included by using guest meals, Cardinal Dollars, or cash.
- BBQs can be cancelled up to three days prior to the event. If cancellation is too late, the meal plan charges will still apply.
- Please note that students will not be able to use a meal in the dining hall if they are signed up for a BBQ during that meal period.

**RELIGIOUS OBSERVANCES** Students who observe Rhamadan or Passover may qualify for meal rebates; they must communicate with Stanford Dining in advance. Stanford Dining offers Kosher and Halal friendly food during the holiday seasons. We are currently working on a row house that would be dedicated to providing a strict Kosher kitchen. For further information contact Stanford Dining at [diningservices@stanford.edu](mailto:diningservices@stanford.edu)

**THEFT AND CARD MISUSE** If students are apprehended for theft of food, property, or for allowing another person to use their meal card, or is found to be trespassing without a valid meal plan, they are in violation of the University's Fundamental Standard. Violations of the Fundamental Standard are subject to disciplinary action, up to and including removal from the University.

#### HOW TO MAKE A DIFFERENCE

- Meet your dining hall manager and student dining ambassador. Communicate issues and concerns personally with the managers, checkers, and/or other Stanford Dining associates. We want to make sure you have the best possible food and service.
- Fill out comment forms provided in the dining hall, or on our website. We will respond to them promptly.



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**CASH TRAYS, CHINA, GLASSES AND SILVERWARE**

We ask that students eat in the dining room and return their utensils, dishes and silverware to the appropriate dish return areas. Food and dishes must stay within the dining serveries, dining rooms or patios. If you would like a meal to-go, you can order a Late-Plate or Sack-Lunch, using a meal credit or Cardinal Dollars from the Cardinal-on-the-Run page on this website.

In continued efforts to manage our Dining Hall Operations in a sustainable manner, Stern, and Wilbur Dining Halls will pioneer "Optional Tray-less Dining". Trays will be available at the cashier stands for those that need it but our priority will be to experience tray-less reducing water consumptions and all energy associated with keeping trays clean.

**FLYERS/POSTERS/BANNERS POLICY** Flyers cannot be posted on walls, in hallways, dining rooms (exterior and interior), or on the tables, including in the plastic flyer holders ("table tents") found on every table in the dining rooms. Flyers should be posted on designated bulletin boards in housing/dining areas. All flyers found elsewhere will be removed and discarded. If there are any questions please contact your dining manager.

**DINING HALL BULLETIN BOARDS** Stanford Dining would like to support student organizations in their marketing efforts. Each student dining center has bulletin boards in the hallways outside the serveries. You may post a flyer on any one of these boards with manager approval. Please bear in mind that approval is contingent upon the manager's discretion as to the relevancy of the material and space availability.

**FOOD FIGHT POLICY** Stanford Dining strives to provide residents a safe and clean dining environment in which to enjoy their meals; food fights are not permitted. Should a food fight occur, a fine of \$1000 plus damages will be charged to the responsible house, and the house will be responsible for clean-up. In the event that responsibility cannot be determined, all houses will be fined and charged for damages equally.

**DAMAGES** Any damages to the facility will be billed to the house unless the individual(s) responsible for the damage can be identified and charged. Students (and their guests) that are members of a residence group will share the cost of any damages that cannot be attributed to specific individuals. If the individual(s) who are responsible are identified, a bill will be issued to them. If no one is identified, the house will be billed for the damage and the charge will be pro-rated to everyone in the residence.

**STANFORD DINING CULINARY STANDARDS**

1. Menus are systematically created in alignment with seasonally available food.
2. Foods from small, local sources (farms, ranches, dairies, bakeries, etc. are given priority consideration.
3. We are committed to using 35% organic and sustainable products.
4. We are committed to 60% adherence to Monterey Bay Aquarium sustainable seafood best choices and 100% good alternatives.
5. We will serve fresh vegetables, not canned or frozen in side dishes.
6. Home made non-commercially prepared foods will be served at all times.
7. Absolutely no trans fat and MSG.
8. We are committed to the elimination of high-fructose corn syrup in all preparations and purchased products.
9. Adherence to culturally authentic flavors in all ethnic recipes.
10. We will serve only Marin Sun Farms grass-fed burgers, brisket and roast beef.
11. We will continue the process of eliminating meats treated with growth hormones and antibiotics.
12. We will serve only cage-free eggs.
13. We will prepare and serve only hand-cut French fries.
14. We are committed to high quality, flavorful hallal, kosher, vegan and vegetarian options.
15. Allergens such as gluten, lactose, and peanuts will be on our focus list to assure consumable options.
16. We will prepare all foods as close to consumption as operationally possible with a preference to just-in-time cooking.
17. All signature desserts are baked from scratch.
18. We will use whole fresh spices when available.
19. We will favor serving complex carbohydrates instead of simple carbohydrates.
20. Seasonally inspired foods which are authentic, simple and delicious.



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# CASH REBATE REQUEST FORM

This form must be submitted ONE WEEK prior to the date of the function/event.

Name of Student Requesting Cash Rebate: \_\_\_\_\_

Name of Residential Dining Hall: \_\_\_\_\_

Name of House: \_\_\_\_\_

Function Date(s): Type of Function: \_\_\_\_\_

Meal(s) to Be Missed: \_\_\_\_\_

Number of Students Missing Meal(s): \_\_\_\_\_

Draw Check to (Payee's Full name): \_\_\_\_\_

Payee's SUID Number: \_\_\_\_\_

Payee's Contact Phone Number / email address: \_\_\_\_\_

Payee's Address: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Resident Fellow Signature \_\_\_\_\_ Date \_\_\_\_\_

Dining Unit Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

For Internal, Central Office Use Only \_\_\_\_\_

Number of Meals turned in: \_\_\_\_\_ X \$2.75 = \_\_\_\_\_

Check Request Number (Requisition #) \_\_\_\_\_ Date of Request: \_\_\_\_\_

Processed and Approved by: \_\_\_\_\_



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# WEEKEND TRIP SIGN-UP

This form must be submitted ONE WEEK prior to your trip.

Name of Group: \_\_\_\_\_

Group Representative: \_\_\_\_\_

House Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Date of Pick-up: \_\_\_\_\_

Meals to Be Missed by Group (please circle): \_\_\_\_\_

DATE

\_\_\_\_\_ **FRIDAY**  Breakfast  Lunch  Dinner

\_\_\_\_\_ **SATURDAY**  Brunch  Dinner

\_\_\_\_\_ **SUNDAY**  Brunch  Dinner

\_\_\_\_\_ **MONDAY**  Brunch  Dinner

Do you need paper plates, compostable silverware, and paper cups? \_\_\_\_\_

Do you need charcoal and lighter fluid? \_\_\_\_\_

Cooking equipment needed: \_\_\_\_\_

- Remember, we do not have ice chests available. To avoid spoilage, please bring a cooler/ice chest to place your perishable food.
- We have plenty of ice for your use. We have a limited supply of cooking equipment to lend you.
- Please let us know in advance if you need anything. We cannot supply milk.
- We hope you have a great trip! Please notify us after you return if you ran into difficulties, had leftover food, or have any other issues to discuss.

*Note: We cannot be responsible for food once it is given to you*

\_\_\_\_\_  
Student Submitting Request



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# WEEKEND MENU SELECTION

This form must be submitted ONE WEEK prior to the date of the function/event.

DATE \_\_\_\_\_ NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_

*NOTE: We do not supply milk*

## BREAKFAST AND LUNCH MENUS

**Breakfast #1: Quantity \_\_\_\_\_**

Orange Juice (canned)  
Eggs  
Bacon or Precooked Sausage  
Sweet Rolls  
Bagels & Cream Cheese  
Hot Chocolate  
Coffee, Cream, Sugar  
Tea Bags  
Fresh Fruit

**Breakfast #2: Quantity \_\_\_\_\_**

Orange Juice (canned)  
Sweet Rolls  
Bagels and Cream Cheese  
Assorted Cereals  
Hot Chocolate  
Coffee, Cream, Sugar  
Tea Bags  
Fresh Fruit

**Lunch #1: Quantity \_\_\_\_\_**

Assorted Deli Meats and Cheese  
Condiments, Lettuce, and Tomatoes  
Peanut Butter and Jelly  
Assorted Bread and Rolls  
Assorted Fruit  
Assorted Cookies  
Assorted Sodas  
Sandwich Bags Provided on Request

**Lunch #2: Quantity \_\_\_\_\_**

Spaghetti (uncooked)  
Spaghetti Sauce (meatless)  
Ground Beef  
Onions  
French Bread, Butter  
Lettuce, Mushrooms, Tomato  
Salad Dressing  
Carrot Cake  
Assorted Sodas

**Dinner #1: Quantity \_\_\_\_\_**

Hamburgers, Chicken Breasts  
Garden Burgers  
Hamburger Buns  
Condiments, Lettuce, Tomato  
Potato Chips  
Fresh Fruits  
Brownies  
Assorted Sodas

**Dinner #2: Quantity \_\_\_\_\_**

Pizza Shells  
Pizza Sauce, Cheese  
Meat Pizza Toppings  
Vegetable Pizza Toppings  
Lettuce, Mushroom, Tomato  
Salad Dressing  
Chocolate Cake  
Assorted Sodas

**Dinner #3: Quantity \_\_\_\_\_**

Frozen Beef Lasagna  
Frozen Vegetable Lasagna  
French Bread, Butter  
Lettuce, Mushrooms, Tomato  
Salad Dressing  
Assorted Cookies  
Assorted Sodas



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# SIGN-UP FOR HOUSE FUNCTIONS

House function organizer must email list of names and SUID's in Excel format at least 3 days in advance to function.

	STUDENT'S NAME	SUID NUMBER		STUDENT'S NAME	SUID NUMBER
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

- Participants listed must have valid meal plans; names and SUID numbers must be complete.
- Guest Meals, cash, or Cardinal Dollars may be used for additional meals but must be specifically identified.
- Please notify participants that their meal cards will not work at the selected meal(s).



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**FACULTY NIGHT DINNERS** Stanford Dining provides one house faculty dinner per quarter. Buffet service, tablecloths and candles are available upon request. To place your order, please follow this minimum timeline:

- **TWO WEEKS IN ADVANCE** – Work with the service managers to schedule the date of your event and the approximate number of participants. Discuss any special requests at this time.
- **ONE WEEK IN ADVANCE** - Confirm the date; confirmation is required or we will assume the event has been canceled.
- **FIVE DAYS IN ADVANCE** – Confirm numbers of attending faculty members and submit a list of all residents (with ID number) attending the meal. This information may be e-mailed to the service manager; please use Excel format.
- **THE DAY BEFORE THE EVENT** – Submit list of faculty guests with their name, department, and who their host is (who invited them).

**SPECIAL HOUSE DINNERS** You can make arrangements for a special House Dinner, with the options of being served ‘on the line’, or to have a buffet set-up in your dining room. The same timeline for Faculty Dinners applies to Special House Dinners. Menus can be flexible, within standard practices.

The House must pay for any “extras”. This includes linens, flowers, extra labor, etc. You may decorate your own dining area. Extra labor from Stanford Dining for set-up and clean-up will be charged to your House. Your dining manager will work with you to establish the cost for these events.

To arrange for a Special House Dinner, please see your dining manager, complete the form, and submit it two weeks in advance.



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# FACULTY DINNER REQUEST FORM

Quarter in which this Faculty Dinner is to be hosted: (check one)

FALL     WINTER     SPRING

Name of House: \_\_\_\_\_

House Contact Person(s): \_\_\_\_\_

Contact Phone / Email Address: \_\_\_\_\_

Event Date: \_\_\_\_\_

# of Faculty Expected: \_\_\_\_\_

*(Final and Guaranteed number of participants must be submitted to the Dining Hall Service Manager no later than 5 DAYS PRIOR to the event.)*

Please arrange with the dining hall manager to receive a selection of menus to choose from.  
A Production Manager will be available to discuss the menu with you.

Notes / Special Requests: \_\_\_\_\_

ResEd PTAO (50%) <b>BILLING INFORMATION / PTA TO BE BILLED:</b>  PROJECT: _____  TASK: _____  AWARD: _____	UAP PTAO (50%) <b>BILLING INFORMATION / PTA TO BE BILLED:</b>  PROJECT: _____  TASK: _____  AWARD: _____
---	---

Resident Fellow Signature

Date

Stanford Dining Unit Manager Signature

Date



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# REQUEST FOR BBQ

This form must be submitted ONE WEEK prior to the date of the function/event.

DATE: \_\_\_\_\_

The standard BBQ menu includes:

Hamburgers

Hot Dogs

Chicken Breast

Garden Burgers

Buns, Condiments, and Relish Tray

Pasta Salad or Potato Salad

Dessert (as on Day-Menu or Brownies)

Fresh Fruit

Charcoal & Lighter Fluid

Paper Supplies

Sodas/ Waters (one per person)

Name of House or Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Day/Date of Event: \_\_\_\_\_

Time of Pick up: \_\_\_\_\_ Approximate Count: \_\_\_\_\_

Special Requests: \_\_\_\_\_

- A list of students' names and ID numbers must be provided to dining manager 5 days before the event.
- Return any borrowed equipment no later than the day after the event, in order to avoid daily rentalcharges.  
(See Equipment Rental List)

Office Use Only:

Pantry \_\_\_\_\_

Cooks \_\_\_\_\_

Storeroom \_\_\_\_\_

UTENSILS AND EQUIPMENT BORROWED \_\_\_\_\_



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# DINING HALL CATERING INFORMATION

Do you have a special event in mind? Would you like to save time and energy? How about just cookies? An ice-cream social? A reception before your faculty dinner?

Our dining team will gladly sit down with you to review your needs and your budget. For more information, please consult with your dining hall manager.

BEVERAGES	UNIT	PRICE/UNIT	ORDERING INFO
Coffee (includes cups/condiments)	Gal.	13.00	Gal. = 20 6-oz servings
Hot Chocolate	Gal.	13.00	
Apple Juice	Gal.	13.00	
Lemonade	Gal.	13.00	
Fruit Punch	Gal.	13.00	
Iced Tea	Gal.	12.00	
Orange Juice	Gal.	15.00	
Grape Juice	Gal.	15.00	
Pepsi Cola	Case	24.00	Case = 24 12-oz. cans
Diet Pepsi	Case	24.00	
Caffeine-Free Pepsi/Diet Pepsi	Case	24.00	
Sierra Mist	Case	24.00	
Calistoga Mineral Water	Case	30.00	Case = 24 16-oz. bottles
Bottled Water	Each	1.50	
Dole Juices	Case	48.00	Case = 24 10-oz. bottles

Ice Cream (flavored)	3 Gal.	45.00	(96 ½-cup servings)
Ice Cream (special/fancy)	3 Gal.	75.00	(96 ½-cup servings)
Sherbet	3 Gal.	75.00	(96 ½-cup servings)
Ice Cream Bars	Dozen	12.50	
Ice Cream Sundae Bar (make your own)	Per person	2.75	

Antipasto Platter	25 people	50.00	
Veggie & Dip Tray	25 people	50.00	
Seasonal Fruit Tray	25 people	63.00	
Cheese & Cracker Tray	25 people	75.00	
Middle Eastern Meze Platter	25 people	75.00	
Panini Platter, Cuban	25 people	86.00	
Panini Platter, Rancher	25 people	86.00	
Panini Platter, Veg-Out	25 people	86.00	
Sushi Platter	[MARKET PRICE]		



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MEATS	UNIT	PRICE/UNIT	ORDERING INFO
Hotdogs	Lb.	5.00	
Deli Meats/Cheeses	Lb.	7.50	16 slices per pound
Hamburger Patties	Lb.	6.00	Ordered one week in advance
Chicken Quarters (w/bone)	Each	3.00	
Chicken Breast (boneless)	4 oz.	2.00	
Garden Burger	6 oz.	2.00	

BREAD	UNIT	PRICE/UNIT	ORDERING INFO
Bagels w/Cream Cheese	Dozen	15.00	
Hamburger Buns, 4"	Dozen	3.50	
Frankfurter Buns, 6"	Dozen	3.50	
Steak Rolls	6 Pack	3.50	
Steak Bread	Each	3.50	

MISCELLANEOUS	UNIT	PRICE/UNIT	ORDERING INFO
Potato Chips	1 Lb	4.75	15 servings per 1# bag
Eggs	Each	0.30	
Cookies	Doz.	9.00	
Canned Puddings	#10 can	8.00	(approx. 20 ½-cup servings)

COMPOSTABLE SUPPLIES	UNIT	PRICE/UNIT	ORDERING INFO
Spudware Biodegradable Spoons/Forks	Each	0.07	
Plates, 7" Bio-plastic	Each	0.10	
Plates, 9" Bio-plastic	Each	0.20	
Bowls, 12 oz., Bio-plastic	Each	0.10	
Ecotainer Compostable Paper Cups, 8 oz.	50/pkg.	6.00	For hot & cold drinks
Dispenser Napkins	200/pkg.	5.00	
Colored Napkins	125/pkg.	10.00	
Cocktail Napkins	500/pkg.	15.00	

**MAKE YOUR OWN SUNDAE BAR** Includes vanilla and chocolate ice cream, with chocolate syrup, caramel sauce, peanuts, almonds, cherries, marshmallows and sprinkles.

**ANTIPASTO PLATTER** Antipasto Platter may include roasted sliced eggplant, roasted red and yellow peppers, pesto pasta salad, grilled zucchini, marinated cherry tomatoes and fresh Mozzarella.

**VEGGIE & DIP TRAY** Carrot sticks, celery sticks, zucchini sticks, cherry tomatoes, broccoli florets and cauliflower florets with ranch dip. Servings consist of 4 ounces per person.

*Prices on All Items Subject to Change without Notice*



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**SEASONAL FRUIT** Seasonal fresh fruit may include strawberries, cantaloupe, honeydew, kiwi, pineapple, and watermelon. Servings consist of 4 ounces per person.

**CHEESE & CRACKER TRAY** Cheddar, Monterey Jack, Swiss and Provolone with crackers. Serving size consists of 3 ounces of cheese per person.

**MIDDLE EASTERN MEZE PLATTER** Platter includes 25 falafel, 2 cups hummus, 2 cups tabouleh, 2 cups baba ganoush, 30 half-pitas.

**PANINI PLATTERS** (includes 1 whole baguette sandwich/person; potato salad and condiments)

- Cuban: Pork, ham, Swiss cheese, pickles
- Rancher: Roast beef with gilled onion and Cheddar cheese
- Veg-Out: Eggplant with goat cheese and sun-dried tomato pesto

**SUSHI PLATTER** Please meet with your dining manager, to determine quantity, selection and pricing.

## STANFORD DINING SPACE USAGE POLICY

**RESERVING A DINING ROOM** Space may be reserved for special events by following these specific guidelines:

- Event must include at least 10 student residents.
- No outside caterers are allowed in the dining hall, unless in limited exceptions that have been preapproved by Stanford Dining. Additional requirements apply; please contact [diningservices@stanford.edu](mailto:diningservices@stanford.edu).
- Meet with the unit manager to obtain a Dining Room/Courtyard Rental form.
- Complete the "Dining Room Reservation" form for the event.
- Have the form signed by the respective Resident Fellow (e.g., West RF's or East RF's).
- Return the completed form with all appropriate signatures to the Dining manager and submit a check for \$250 as a deposit, or provide PTA (Project/Task/Award) numbers for the group's account.

This deposit may be used to cover any damages/repairs.

- If two groups want to use the same space on the same night, priority is determined according to the date each group initially contacted the office.

**DINING ROOM RENTAL** The dining room's first use priority is residential dining space. Use of the space must be limited to the following groups, listed in order of priority:

- Stanford Dining's dorm residents. The event must be a House function; "sponsored" events are not allowed.
- Residential Education department
- Student groups recognized by the Dean of Student Affairs office.

*Stanford Dining reserves the right to refuse or cancel use of dining rooms. Reservations may be rescheduled under special circumstances.*

**AVAILABILITY** The dining facility is available for other uses outside of dining service hours. All events must conclude by 1:00 AM unless special arrangements have been made. Attendees must vacate premises immediately, including outside areas. Noise (inside or outside) must be discontinued no later than 11:00 PM on weeknights (Sunday through Thursday), and 1:00 AM on weekends (Friday and Saturday). Your dining manager can tell you the specific times the dining hall would be available.



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## RESERVATION REQUIREMENTS

- A written proposal including the following information must be submitted for each event:
  - Submit a completed Dining Room Reservation form
  - Include the name and contact information (telephone number and email address) of the person responsible
  - Purpose of event
  - Date and time of event
  - Number of people expected
  - Name(s) of people responsible for clean-up
  - Intent to offer food or beverages
  - Intent to bring outside electrical equipment
  - Account number to be charged (Project/Task/Award)
- The date and time of the event must be submitted to the Dining Services Manager at least three weeks in advance.
- Sponsoring individual schedules a meeting with the Stanford Dining manager to discuss room set-up and layout, checklists, table set-ups, etc. The sponsor is responsible for the dining hall being returned to its original condition.
- Resident Fellow(s) must be notified of space use.
- Parties that include music, dancing, alcohol or significant noise should be held in dorm lounges or hallways, not in dining rooms. These types of events are not allowed in the dining rooms.
- Larger social events require professional security. Groups are required to show documentation confirming a professional security agreement. Stanford Dining suggests contacting Stanford's Public Safety Department at 723-9633.
- **A Stanford Dining supervisor or representative must be hired, at a rate of \$35.00 per hour, for events in the dining rooms. The supervisor will be on-site to monitor the event only.**
- A \$250 damage deposit is required for non-educational events, which will be refunded if damage is not incurred. Total damages greater than the deposit will be charged to the sponsoring organization's account number provided in the forms submitted.
- A basic usage fee will be charged as follows:
  - Groups of 100 or less: \$50.00 per area
  - Groups between 101 and 150: \$75.00 per area
  - Groups between 150 and 200: \$100.00 per area
  - Groups above 200: \$150.00 per area
- Agreement forms include maximum capacity for each hall. The organization and professionally hired security must ensure capacity limitations are enforced.



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## ROOM SET-UP

- Plants and piano must not be moved unless special arrangements have been made with a Stanford Dining manager. If a piano is moved, an additional fee of \$150.00 will be charged to the sponsoring group for re-tuning the piano.
- Dining room tables are heavy and must be moved by two people. The tables must not be dragged across the floor.
- Furniture should not be moved from one dorm's dining space to another. Furniture cannot be moved outside or into resident halls. A fine of \$250.00 will be charged to return furniture, in addition to the moving expenses.
- Stanford Dining equipment cannot be moved (e.g., cash registers, soda machines etc.). A fine of \$250.00 will be charged to return equipment, in addition to moving expenses.
- Access to the serving areas and/or kitchen is not permitted under any circumstances.

## ROOM CLEAN-UP

- Groups are required to restore the facility to its original condition
- Clean-up is to be done immediately following the event; e.g., clean up any spills and stains, discard all debris, restore furniture to its proper configuration in the room, vacuum, dry any wet surfaces, etc. Liquids left on any surface overnight are likely to cause expensive damage.
- If you move furniture, please pick it up rather than dragging it across vinyl, wood, or carpeted floors and possibly damaging the floor and/or the furniture.
- Your group is responsible for clean-up, lock-up and any related cleaning, damage, or loss charges.
- Sweep and mop floors, as required by the Stanford Dining manager.
- Remove trash from dining room and place in dumpster.
- Close and lock all windows and doors; turn off all lights as assigned by Stanford Dining manager.
- Any additional clean-up required by Stanford Dining will be charged at a minimum rate of \$45.00 per hour.
- If a cleaning service is hired to clean facility after an event, the cost will be charged to the sponsoring organization.

## FOOD AND ALCOHOL

- All food served in the dining areas must be either catered by your dining hall, or by Stanford Catering. Stanford Catering's contact number is 725-1503. For dining hall catering, contact your dining hall manager.
- Stanford Dining may make an exception, on an infrequent case-by-case basis, to allow other caterers to provide services. Outside caterers and vendors must provide the following items when applying for a catering waiver:
  - Copy of Board of Health permit
  - Copy of most recent Board of Health inspection
  - Copy of their liability insurance, with a minimum of two million dollars coverage
- Alcoholic beverages are prohibited from being possessed or consumed in Stanford Dining Hall during meal times and food service. University Dining staff can deny admission, access, or meal service to anyone who is deemed to be overly intoxicated by the Dining Management staff.

*Note: Groups will be charged full catering prices if found to be using a caterer other than Stanford Catering Services or the dining hall, without prior written authorization by Stanford Dining.*



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# DINING ROOM RESERVATION FORM

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Space Requested: \_\_\_\_\_

Event name: \_\_\_\_\_

Expected attendance: \_\_\_\_\_ Event time: (include set-up and clean-up): \_\_\_\_\_

**EVENT DESCRIPTION** Assembly: \_\_\_\_\_ Meeting: \_\_\_\_\_ Dining: \_\_\_\_\_ Party: \_\_\_\_\_ Drama: \_\_\_\_\_

(Sponsor/Organization) agrees not to allow alcoholic beverages to be served or consumed at this function and realizes that they shall be held responsible for violation of this agreement. The sponsoring organization will ensure all appropriate and necessary security measures are taken, including providing professional security personnel.

I have read, understand and will follow the policies as outlined in the Stanford Dining Services' Dining Room Use Policy.

Organization's PTA Account Number \_\_\_\_\_

Sponsoring Individual (contact) \_\_\_\_\_

Individual's e-mail \_\_\_\_\_

Individual's Telephone \_\_\_\_\_

Individual's Address \_\_\_\_\_

Signature of Resident Fellow \_\_\_\_\_

Dining Service Manager \_\_\_\_\_ Date Received \_\_\_\_\_

\$250.00 deposit received: \_\_\_\_\_ PTAO \_\_\_\_\_

\$ \_\_\_\_\_ Non-refundable usage fee received: \_\_\_\_\_



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**RENTING EQUIPMENT** Come prepared with the following:

- List of desired equipment.
- Date and time of pick-up and return.
- Submit cash or two separate checks for a deposit and rental fee for all items (see attached deposit rates).
- If this is a ResEd function, request the appropriate form from the manager and you won't need to leave a deposit. This form

must be filled out and signed by the Resident Fellow and, if anything is lost or damaged, the replacement cost will be billed to program funds.

- Equipment must be cleaned and returned at the agreed time and date. If the equipment is returned late, you will be billed at the per-day rental rate for each item. If equipment is not returned within one week, it will be considered lost, and will be replaced using the deposit, or charged to the group's account.

## STANFORD DINING Equipment Rental Rates

ITEM	RENTAL (PER DAY)	DEPOSIT/REPLACEMENT
18" Pebble Punch Bowl	\$2.00	\$20.00
Plastic Punch Ladle	\$0.75	\$5.00
SS Ladle, 3 oz.	\$1.00	\$8.00
Dinner Plates	\$0.75	\$7.00
Cereal Bowl	\$0.75	\$6.00
Coffee Mug	\$0.75	\$8.00
Fruit Bowl	\$0.75	\$6.00
Silverware (each) – Fork, Knife, Spoon	\$0.05	\$0.50
Bud Vases	\$0.25	\$2.50
Plastic Pitchers	\$0.75	\$6.50
Dexter Pie Server	\$1.00	\$10.00
<hr/>		
12" Tongs, Large	\$0.75	\$6.00
9" Tongs, Small	\$0.75	\$5.00
Cafeteria Trays	\$2.00	\$20.00
16" Round Plastic Trays	\$1.00	\$10.00
*Tablecloth, 54x54, white	\$4.50	\$25.00
*Tablecloth, 72x72, white	\$4.50	\$25.00
*Tablecloth, 54x120, white	\$7.50	\$25.00
*Tablecloth, 72x72, colored	\$8.50	\$45.00
*Tablecloth, 85x85, colored	\$8.50	\$45.00
*Tablecloth, 54x120, colored	\$8.50	\$45.00
*Linen Napkins	\$1.00	\$1.50
SS, Large Mixing Bowl	\$2.00	\$20.00
SS, Small Mixing Bowl	\$1.00	\$10.00
Frying Pan, 12"	\$4.50	\$45.00



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## STANFORD DINING Equipment Rental Rates (cont.)

ITEM	RENTAL (PER DAY)	DEPOSIT/REPLACEMENT
Cookie Sheets	\$1.00	\$10.00
2" Half Pan	\$1.50	\$15.00
4" Half Pan	\$2.00	\$20.00
2" Full Pan	\$2.25	\$25.00
4" Full Pan	\$3.00	\$30.00
Trash Can	\$5.00	\$50.00
Thermotainer, 5 Gallon	\$5.00	\$175.00
Thermotainer, 2-1/2 Gallon	\$2.50	\$165.00
Measuring Cups, 1/2 Pint	\$1.00	\$10.00
Measuring Spoons	\$0.25	\$2.00
Rubber Spatulas	\$0.50	\$2.50
Peeler/Corer	\$0.25	\$2.00
SS Spatula, Turner	\$1.00	\$30.00
Serving Spoons	\$0.75	\$7.50
Ice Cream Scoop	\$0.75	\$5.00
Colander, Small	\$0.50	\$7.50
Grater	\$0.50	\$6.50
Chafing Dish (Includes Frame, water pan, 2 sternos)	\$10.00	\$100.00

*\*All linen orders require five business days advance notice.*

*\*All linen rental pricing subject to change.*



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EatWell icons



environmental footprint



sustainable food program



sustainable meats



Stanford grown



alumni sourced



professional collaboration



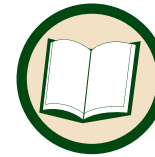
Gluten-free



student collaboration



contains nuts



academic collaboration



spicy offering



Vegan offering



contains shellfish



contains dairy



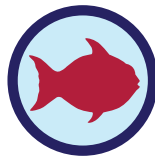
vegetarian offering



wellness



sustainable produce



sustainable seafood



locally sourced

## PLEASE CONTACT US

### CENTRAL OFFICE

693 Pampas Lane, 725-1508

### FLORENCE MOORE

723-6190

### LAKESIDE, MURRAY/YOST/EAST

724-0073

### MANZANITA/BRANNER/TOYON

725-9818

### RICKER

725-1513

### STERN/CROTHERS

725-1506

### WILBUR

725-1500

### MEAL PLAN CUSTOMER SERVICE, TRESIDDER UNION

723-4751

### STANFORD CATERING

725-1503

### STANFORD DINING

diningplans@stanford.edu  
 diningservices@stanford.edu



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