



# Florence Moore

## Conference Front Desk (CFD)

### Welcomes You!



Serving guests residing in Florence Moore Hall and Row Houses

The dedicated Florence Moore CFD staff is happy to assist with all of your 2008 summer campus residential needs including parking permits, messages, faxing, emergency assistance, and information about campus transportation, services, events, and special offers from Stanford Dining's retail eateries. We look forward to serving you this summer!

**Location:** 436 Mayfield Avenue (front of Florence Moore Hall; see Florence Moore CFD map for location)

**Phone Numbers:** Office: (650) 736-9988 (from campus phone: 6-9988) ♦ After-hours: (650) 736-9989

**Note:** The CFD office will begin responding to conference related phone calls on **June 18th**

**Office Hours:** 8:00 am - 10:00 pm daily ♦ After-hours: call the after-hours number for assistance

CHECK-OUT	Check-out time is 11 am. Your conference organizer will advise you of your program's specific check-out location.
LAUNDRY MACHINES	Coin-less laundry machines, available free of charge, are located on either the ground floor or the basement of each residence.
LOCKOUTS	If locked out of your room during regular CFD office hours, please go to the CFD office for assistance; if locked out during CFD after-hours, please call the CFD after-hours phone number listed in the above contact information. Please note that you can also call the CFD office from the DoorKing intercom unit outside your residence.
MAIL, PACKAGES & PHONE MESSAGES	Mail, packages, and phone messages will be held for you at the CFD office, and notification of these items will be posted on the CFD bulletin board. Please address your mail to:  Your name c/o Your program's name Florence Moore Conference Front Desk 436 Mayfield Ave. Stanford, CA 94305
PARKING PERMITS	All campus parking lots are ticketed on a 24/7 basis. Parking permits are available at the CFD office: daily permits are \$4.50; monthly permits are \$24.00. Please note that parking permits must be appropriately scratched off or filled in to become valid.
PROHIBITED ITEMS AND SMOKING RULES	Pets, candles, items containing an open flame, halogen lamps, weapons, and illegal substances are strictly prohibited. Alcohol is permitted only in adult residential buildings. <b>Smoking is prohibited</b> inside any residence or campus building, or within 20 feet of these buildings.
RESIDENT FELLOWS	Resident Fellows counsel Stanford students during the academic year and remain in the residences during the summer. Please respect their privacy by not disturbing them.
EMERGENCIES	For medical/fire/police services, call 9-911 from a campus phone, or 911 from a non-campus phone or from DoorKing units. Bright blue phone towers are located around campus for emergency calls. Please notify the CFD staff of any emergencies that arise.
SAFETY AND SECURITY	Fire/earthquake evacuation and Emergency Assembly Point (EAP) information is posted behind the door of your room; EAP locations are also indicated on your CFD map. Please review this material upon your arrival. When away from your room, please keep windows and doors locked, and do not prop open any residence hall exit doors. Stanford University is not responsible for lost/missing items. Please alert your CFD staff if you observe any suspicious persons in or around your residence. In accordance with policy, all Stanford employees working in the residences should be wearing Stanford name badges.
REPAIRS/MAINTENANCE	Contact your CFD staff to report needed repairs or maintenance emergencies.