



Stanford Student Housing Escondido Village Common Space Use Agreement

1. **Only Escondido Village residents** are eligible to make reservations for the Village Center, and **only Community Associates** may reserve the Cottage Room.
2. Each resident may make no more than **one reservation per month**. The reservations must be made at least **two business days in advance** of the event. Only one event per room may be scheduled per evening on weekdays and no more than two events per day on weekends and holidays.
3. Reservations may be requested for available hours Sunday through Thursday from 9 am to 11 pm and Friday through Saturday from 9 am to 1 am. Residents must clean thoroughly after their event and depart from the premises by closing hours. In accordance with the University Noise Policy, groups must be **quiet after 11:00pm on Sunday through Thursday and after 1:00am on Friday and Saturday. There should be NO music after this time.** These buildings have neighbors.
4. The resident who has made the reservation must sign out the key from the Escondido Village Front Desk, located at 859 Comstock Circle. The EV Front Desk office hours are Monday through Friday, 8am-5pm. Please sign out the key on the day of your reservation by 5pm, or by 5pm on Friday if your reservation is for the weekend. **Only the resident who reserves the common space is authorized to pick up the key.** The resident may notify the EV Front Desk prior to the event date if they must designate someone as proxy to pick up the key on their behalf.
5. We will provide the resident with a security checklist. This checklist **must** be filled out before and after the event and returned with the key. **Failure to return the completed security checklist may result in revocation of reservation privileges.**
6. The resident must leave a **valid form of picture ID** with the Front Desk in order to receive the key. The ID will be returned when the key and security checklist are brought back to the Front Desk.
7. The key and security checklist must be **returned by the next business day** after the event to avoid a charge. **IF THE KEY IS LOST, THE PERSON WHO RESERVED THE ROOM WILL BE CHARGED THE COST OF REPLACING THE LOCKS.**
8. **The building (including furnishings) and outside area must be left clean.** Furniture must be returned to its original location and may not be removed from the premises. Cleaning supplies are provided. In the Village Center they are located in the hall closet across from the restroom. In the Cottage Room they are kept in the closet next to the bathroom. A cleaning fee will be charged to the resident if the building is not left in satisfactory condition. Any costs incurred will be considered as a debt to Stanford University and registration holds may be applied. Failure to abide by these rules may jeopardize future use of any graduate residence common space and if incurred, **CLEANING AND/OR DAMAGE COSTS WILL BE DIRECTLY CHARGED TO THE STUDENT WHO RESERVED THE ROOM.**
9. The resident understands that any of her/his property that is placed in the EV common space **will not be insured** by Stanford's Insurance carrier. The resident waives any and all claims against Stanford for injuries to persons or damage to property arising in any way, whether directly or indirectly, out of her/his use of the EV common space. The resident agrees to **report any damage and to pay any costs** to Stanford University arising from use of the property by the resident or by anyone with permission of the resident.
10. No money may be collected at any event in any EV common space without prior approval of the Resident Dean for Escondido Village.
11. If alcohol is to be served, event planners must adhere to the OSA alcohol safety guidelines <http://www.stanford.edu/group/aab/univpolicy.htm>. An adult (21 years and older) must be present at all times in the EV common space during events attended by minors. Alcoholic beverages may only be distributed and NOT sold. Alcohol cannot be served to or consumed by minors (under 21 years old) in the EV common space. Smoking is also prohibited in any of the EV common spaces.
12. If you are serving food and beverages, please make sure to clean thoroughly so that there are no dishes, trash, or food left behind after the event.
13. Should you require additional tables or chairs, you will need to rent them from Events and Labor Services. <http://www.stanford.edu/group/eventservice/equipment/tablesandchairs.html>