

UNIVERSITY POLICY REGARDING NOISE AND AMPLIFIED SOUND*

Stanford is not only an academic institution but a residential community as well. It is the responsibility of all faculty, students and staff to moderate noise especially during an event or activity held on campus. Supporting the mission of the university and respecting those who are studying, researching or otherwise carrying out academic-related activities is a Stanford priority. The campus must require a conducive atmosphere to ensure these endeavors are accomplished and supported. Disturbing noise in or around a residence or other campus buildings which infringe on the rights of other residents or members of the university community is considered a violation of this policy. As part of the event planning process, the event sponsor must obtain all appropriate approvals regarding the use of amplified sound during an event or activity.

Guidelines of this university policy include but are not limited to the following:

Event Sponsor Responsibilities

Information regarding whether and how the use of amplified sound is permitted is available from the following sources:

- a.) The Office of Student Activities (phone: 723-2733),
<http://www.stanford.edu/dept/OSA/Resources/soh/2001-2002/>, and
 - b.) Registrar's Scheduling Office, (phone: 723-6755),
<http://www.stanford.edu/dept/registrar/event/index.html>
 - c.) The Stanford Events office (phone: 723-2551),
<http://stanfordevents.stanford.edu>.
- **In general, amplified sound is not permitted during "regularly scheduled class hours."** Regularly scheduled classes are those which are held between:
8:00 a.m. to 10:00 p.m. Monday through Thursday, and
8:00 a.m. to 5:00 p.m. on Friday.
 - These hours also apply to the End of the Quarter Period (e.g. Dead Week, Final Exams week and the School of Law Finals Week). Effective dates of these pre-exam and exam times can be found in the Registrar's Academic Schedule (see web site:
<http://www.stanford.edu/dept/registrar/calendar/index.html>
 - During the summer conference months (from post-Commencement in June to the week before general classes begin in September) the class schedules above also apply as part of this policy.
 - After an event has been approved, but before an event occurs, the event sponsor must notify by email and/or flyer distribution those neighbors likely to be affected by sound emanating from the event venue.

- When preparing the notification:
 - Include the date, time and location of the event and the steps the sponsoring group is taking to keep the noise level down.
 - Also, include a phone number and the name of the sponsor contact person whom neighbors and others can speak with if there are concerns.
- For all indoor events using amplified sound, open only windows and doors that face away from neighbors who are likely to be affected by the sound.

General time limits on amplified sound at evening events:

Not allowed -

- Sunday through Thursday –
between the hours of 10:00 p.m. to 7:00 a.m.
- Friday and Saturday –
between the hours of 1:00 a.m. to 7:00 a.m.

Amplified sound may be permitted in the following venues:

- Student residence(s) or surrounding areas with prior approval from the appropriate residence dean.
- White Plaza (with approval from the Office of Student Activities) between 12:00 noon and 1:00 p.m.

In general, amplified sound is not permitted in most outdoor areas** however, the following venues may be available pending administrative approval. Please note that some of these venues may have more limitations on amplified sound than the general limitations mentioned above:

Athletics Facilities and Fields
 Bechtel International Center Courtyard
 Frost Amphitheater
 Frances Arrillaga Alumni Center Courtyard
 Ford Plaza
 Kennedy Grove Courtyard
 Old Union Courtyard
 Roble Field
 White Plaza
 Wilbur Field
 Certain Student Residence areas (contact RF's)

**For areas not listed here, please check with Registrar's Scheduling Office located in the Old Union (phone: 723-6755).

Event sponsors wishing to request the use of amplified sound in a particular campus venue should begin the process by contacting:

- The Registrar's Scheduling Office to schedule the space and fill out the appropriate forms.
- PLEASE NOTE: Reserving the space with the Registrar's Scheduling Office does not indicate that the event has been approved. The event will ultimately need to be approved by the Director of Public Events for any campus departments and schools making the request, and the Office of Student Activities and/or the appropriate Residence Dean for student groups.
- When completing the Facilities Usage form – (PE 100) the event sponsor must note whether the use of amplified sound is being planned for the event, what equipment will be used and the beginning and ending times of when amplified sound is expected to occur.
- Amplified sound in White Plaza. By University policy, classes and other University functions cannot be interrupted by amplified sound except Monday through Friday between noon to 1:00 p.m. Weekend and evening events may be permissible, but must be coordinated with other University functions in the surrounding area. Sound systems may be arranged with Event & Labor Services (723-2285). All activities using amplification (including information tables) must be scheduled with the Office of Student Activities (723-2733).
- For information regarding maximum permissible sound levels in decibels, please refer to the Santa Clara County Code that is available from the Department of Public Safety and Stanford Events.

** Other limitations and modifications to this policy may be made at the discretion of the Committee on Public Events (C.O.P.E). The policies on noise listed herein are based on the current Santa Clara County ordinances. Copies of the County Noise Ordinance can be obtained from the Department of Public Safety as well as the Stanford Events office.*