POLICY ON RENTAL OF WALLENBERG HALL FACILITIES
Effective October 1, 2009

Wallenberg Hall facilities are made available for both Academic and Non-Academic use to the Stanford University community and in certain circumstances to external parties. Regular Stanford academic events¹, and those arranged by “Wallenberg” residents, do not normally incur charges, other than out of pocket expenses (e.g. evening and weekend reservations involving overtime expenses, hourly rate for use of theater projectors, additional cleaning to normal schedule etc.).

Rental charges are based on hourly rates, which are fully inclusive of all the basic resources available in Wallenberg Hall first floor classrooms². The charges include fees to cover technical and administrative support (in advance, to assist in the logistical planning, and on the day of the event), plus set up/take down labor & basic janitorial services³. Technical services are ‘on call’ and do not provide for full service support in the room. Additional charges may be levied for some advanced technology or services⁴. E.g. Video Conferencing costs an additional $100 per hour.

Room rates as of October 1, 2009 are $400 per hour for the Peter Wallenberg Learning Theater (Classroom 124) and $300 per hour for the classrooms 120/123/125/127. Charges for the use of other areas are negotiable during the planning stages. After 7pm and on weekends there is a 50% surcharge.

Discounts (of UP to 70%) are available for the following groups:

- Stanford Departments
- Student Groups/Organizations
- Non Profit Organizations
- Media X affiliates

These discounts are negotiable and depend on the logistics and technological needs of the event. With the exception of Media X affiliates, no discounts can be given to “for-profit” organizations.

For Stanford reservations, an account number MUST be provided at the time of rental application, with payment due in full to confirm the reservation. External (non-Stanford) rentals require payment in full at the time of the reservation/on receipt of invoice. Non-Stanford reservations must also provide a certificate of insurance for liability of $1,000,000. This coverage is available on a daily basis (further information available on request).

Cancellations made within one month of the date of the event are liable to pay 50% of the cost of the room charges. Cancellations within one week of the event are liable to meet the full cost of the reservation unless an alternative reservation is received for the same time slot. If an alternative reservation is received a 50% reimbursement will be made.

FOR FURTHER INFORMATION OR INQUIRIES CONTACT ADELAIDE DAWES, Adelaide@stanford.edu, 650 924 0144 (cell), or 723-8223 (campus phone)

¹ “Academic events” are classes listed on the Registrar’s time schedule, whether or not held at the usual class time. Attendance is usually limited to the students of that class or other classes taught by the same instructor
² Basic enhanced technology includes, projection/Smart Panel technology, DVD/VCR players, Webster software, capture whiteboards, networked laptops, private wireless networks, classroom furniture,
³ Food Service - $50 cleaning fee Mon-Thurs, $100 Fri/Sat/Sun. Major spills incur an additional (at cost) charge, which will be billed to your event once ABM have billed Wallenberg Hall.
⁴ Advanced technology or services may include (for example),
   - video conference (especially if this involves using a bridging service)
   - video capture of the event
   - additional seating for the lobby or lounge areas
   - additional trash cans and/or external grounds clean up