

Munger Conference Front Desk (CFD)

Serving guests residing in Munger Graduate Residence, Building 4 and Building 5 (Jacobson-Sorensen Hall)

Ask us about **parking permits, emergency assistance, campus transportation, and services.**

We look forward to serving you this summer!



LOCATION

554 Salvatierra Walk (see map on reverse side for location.)

CONTACT INFO

Office: (650)723-3225 (from campus phone: 3-3225) | After hours/Weekends: Call (650)725-1602 | mungerconferences@stanford.edu

OFFICE HOURS

June 21 – August 17: 8:00 AM – 8:00 PM Daily | After August 17: 8:00 AM – 5:00 PM, Monday – Friday

CFD offices will be closed on September 2 in observance of Labor Day.

GRADUATE STUDENT RESIDENTS	<ul style="list-style-type: none"> Many graduate students remain in their residences during the summer. Please respect their privacy by not disturbing them, limiting noise, and following dorm rules and campus regulations.
CHECK-OUT & RETURN OF ROOM KEY DEPOSIT	<ul style="list-style-type: none"> If you are part of a conference group, your organizer will tell you your check-out time and location. If you left a key deposit upon check-in, your deposit will be returned only at check-out and must be picked up from the CFD office. Guests will be charged \$240 for lost or unreturned keys during check-out. If you are leaving outside of office hours, drop your key in the key box located on the right side of Building 5 (see map on back).
LAUNDRY MACHINES	<ul style="list-style-type: none"> Complimentary laundry machines are located in the basement or ground floor of each residence.
LOCKOUTS	<ul style="list-style-type: none"> Please go to the CFD office for assistance if you are locked out of your room during regular office hours. If you are locked out after hours call (650)725-1602
MAIL & PACKAGES	<ul style="list-style-type: none"> Postal carriers are not permitted to deliver packages directly to the residences. Please contact your conference organizer for the mail policy.
PARKING PERMITS	<ul style="list-style-type: none"> All posted parking restrictions are enforced on a 24/7 basis. Parking permits are available at the CFD office: daily permits are \$5.25; monthly permits (6 - 30 days) are \$34.00. Parking permits must be appropriately scratched off or filled in to become valid.
PROHIBITED ITEMS & SMOKING	<ul style="list-style-type: none"> Pets, candles, items containing an open flame, halogen lamps, weapons, and illegal substances are strictly prohibited. Alcohol is permitted only in adult residential buildings. Smoking is prohibited inside any residence or campus building, or within 30 feet of these buildings.
HOW TO REPORT EMERGENCIES	<ul style="list-style-type: none"> For medical/fire/police services, call 911 or 9-911 from a campus phone. Bright blue phone towers are located around campus for emergency calls. Report all emergencies to your conference and CFD staff as soon as possible, especially if any medical/fire/police services become involved.
EMERGENCY RESPONSE, SAFETY & SECURITY	<ul style="list-style-type: none"> Fire/earthquake evacuation and your Emergency Assembly Point (EAP) are posted behind the door of your room or online at rde.stanford.edu/studenthousing/emergency. Active Threat preparedness information is at police.stanford.edu/active-threat.html. Check emergency.stanford.edu for updates. 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 wear Stanford name badges.
REPAIRS/MAINTENANCE	<ul style="list-style-type: none"> Please contact your CFD staff to report needed repairs or maintenance emergencies.

May 2019

Munger Graduate Residence

Conference Front Desk

554 Salvatierra Walk

650-723-3225

Hours: 8:00 AM – 8:00 PM Daily

After August 17 8:00 AM - 5:00 PM Mon - Fri.

