



**DAVID & JOAN TRAITEL BUILDING
HOOVER INSTITUTION
435 LASUEN MALL**

EVENT POLICIES

All events held at the David & Joan Traitel Building must support the educational mission of Stanford University and be sponsored by a Stanford department or administrative unit. It is available for events directly organized, planned, and managed by a Stanford department/organization. Outside organizations must have a Stanford University academic or administrative unit sponsor to reserve, act as a point of contact during the planning process and pay for rental fees with a department PTA. In addition, unaffiliated event sponsors cannot receive any financial benefit from the event in net proceeds and cannot use the event as a fundraising activity. Please visit the Office of Special Events and Protocol ([OSEP](#)) for more information about sponsored events.

A member of the Hoover facilities team will be onsite to assist you during your event. Your organization is responsible for event staffing and logistics. We require one point of contact from your organization to be present throughout your event.

For Traitel Building event requests made more than 90 days in advance, Hoover can only offer a soft hold on dates/spaces. Full confirmation of dates/spaces becomes available once the event is 90 days away.

To inquire about renting space at Traitel, please fill out the online request [here](#).

CANCELLATION

Cancellation 14 days or less before the event date will be charged 50% of the room rental fee. All cancellations must be requested by email to traitevents@stanford.edu.

PAYMENT

Payment is due after your event concludes. You will receive a final invoice for review, then payment will be processed through Stanford iJournal transfer.



EVENT SERVICES, ROOM SET-UP, AV SUPPORT, VIDEO/LIVE STREAM

The use of event space at Traitel requires the support of Event Services for room setup, AV set up and AV tech support. The client is responsible for placing and managing these orders. If video recording or live stream is needed, the client is responsible for booking Stanford Video. For more information on event set up and AV needs, please visit the [Event Services](#) website. For more information on video services and live streaming, please visit the [Stanford Video](#) website.

No tape, pins, nails or any adhesives are allowed on any walls, windows or surfaces. There are to be no candles inside the building. Only clip on name tags allowed for use, no sticky name badges.

WHAT IS INCLUDED IN THE ROOM RENTAL FEE/AV FEE?

Each space will include various amenities. For details on furniture and room amenities, please see details here: <https://www.hoover.org/traitelvents>. Some items and services that are NOT included are: an event manager, event security, catering service, decorations, linens, kitchen utensils/serving trays and business center services.

Each space will have separate equipment fees for Audio Visual and Video Streaming & Recording. Please see the rate sheet for more details.

CATERING

Please see the most updated preferred catering list on our website. With prior approval, you may use a caterer not on the list. Please let us know if you plan on using a catering company not on the list so we may insure they have the proper documentation to provide catering service at Traitel.

PSSI/RECYCLING

Some events will require that you order trash and recycling bins. If your group exceeds 100 attendees, please order 1 recycling bin, 1 trash bin and 1 compost bin for every additional 100 attendees for each space used. For all day events, please include 4 liners per trash and recycling bins. If you need more guidance in determining what to place on your order, please visit the [Stanford PSSI/Recycling](#) website or email pssi@pssirecycling.com.



CUSTODIAL AND AFTER EVENT CLEAN UP

Custodial and after event clean-up will be direct billed to the PTA on file. The Hoover Facilities team will submit this order with the approval of the financial approver of the PTA on file. For more information on custodial, after event clean up and fees, please visit the [Stanford Buildings & Grounds Maintenance](#) website or contact: lbreoperations@stanford.edu.

Any Questions?

Please contact us at traitevents@stanford.edu.