**Event Protocols:**

Events and activities held at Jasper Ridge Biological Preserve should further the Preserve's mission. The Preserve should not be used for the personal gain of individuals or for groups that do not help further Jasper Ridge educational and research mission. Education is construed broadly to include public outreach and organizations whose activities complement those of the Preserve.

Preserve facilities may not be used to raise money or to solicit donations for off-campus non-Stanford individuals, organizations, or causes.

Scheduling priority is given for events that are educational in nature. Recurring educational events take priority over events that are one-time or occasional. If there is a scheduling conflict, staff will work with the requestors to see if an accommodation can be made, but this can only be done under special circumstances and must be approved by the Executive Director. If an acceptable accommodation cannot be found, then priority listed above get preferential treatment within if their activity was scheduled on the calendar more than 2 weeks in advance. If the recurring activity is not on the calendar within two weeks of the activity, then precedence will be given to the activity that was scheduled first.

**Scheduling restrictions:**

- Events that require use of the classrooms or kitchen area may not be scheduled within 48 hours of each other from June - January.
- For the February - May period, there may not be an event scheduled that interferes with class activities without agreement from the class instructor(s) and approval of the Executive Director.
- During the spring quarter, there may not be any events Tuesday - Thursday and no more than two events per month that require use of the classrooms and/or kitchen during the other days of the week.
- An event can only be scheduled if there is a specific staff person that has agreed to sponsor and provide logistical support.

Other factors that are considered for event requests include length of program, number of participants, number of vehicles, special requirements (catering, external lights, audio-visual needs, etc.), room logistics, and other competing demands on the space.

Verbal confirmation of hosting an event is not to be considered final approval. Written confirmation (most likely by email) must be received after it has been entered into the Preserve calendar and approved by the Executive Director.
Housekeeping, Food and Catering Protocols:

Requestors for events are responsible for all trash clean up. They must meet with the staff person in advance of the event to learn how trash is to be handled (dumpster, recyclable containers, etc.). At that meeting, the staff person should also review where equipment such as tables, projector, etc. are located.

Requestors may change the room setup to accommodate their group. However, they are also responsible for returning the room to the setup conditions described by the staff sponsor. It is the responsibility of the room requestor to leave the room in good condition.

If the event is to be catered, if the caterer used is not one of our 1 or 2 listed preferred caterers, then there must be an arrangement for the requestor and the caterer to visit the site at least 5 days before the vent. At that meeting staff, requestor, and caterer will review all logistics concerning the provision of food, what is expected in terms of cleanup, trash/recycling management, and departure. This should include covering expected time of arrival and departure.

There are to be no open flames or smoking in the picnic area or the building.

Fees:

The standard fee for any event that requires building facilities (and this includes any utilities) is $250. Under special circumstances, this fee may be waived. For example, an event that includes an organization or group that the Preserve is an active member or participant, a Stanford lab group that is engaged in research at the Preserve, or organizations and Stanford groups with which the Preserve is trying to cultivate long-term relations.

There is a $100 fee for events that include more than 45 vehicles, including any support vehicles such as caterers.

There is an additional $150 fee if the classrooms are or cleanup left incomplete or in improper condition based upon the checklist that was agreed to. Any damages to the facility are the responsibility of the non-staff event sponsors.

All fees associated with event services, catering, etc., are to be paid directly by the organization for which the event has been scheduled.

Access:
During the walk through, decisions should be made about access (i.e., whether the gate should be left open for some period of time, who will let people in if the gate is not be open, providing adequate information for finding the Preserve, where visitors should park, etc.).

If the event is to be held during non-work hours (evenings, weekends, etc.), there must be some arrangement made so that someone for staff is available at the beginning and end of the event.