

Stanford Law School

Hosting an event at Stanford Law School is a great way to recruit students and give them an opportunity to get to know your firm. Here are some ideas for hosting an event:

Host a Reception or Presentation On-Campus at the Law School

The campus has a number of great locations for hosting a reception. Crocker Garden, the outdoor back courtyard at the Law School, is one popular choice but we're happy to discuss other options with you as well. Our list of caterers can help you find services near campus, but you are welcome to use your own. See our Reception Policy for do's and don'ts of a successful reception or presentation. Besides hosting events, there are more opportunities for you to get your firm name out to students, for example, our Mock Interview Program we hold for first-year students every December. For more information, to make reservations or to get your event on the Law School calendar, please contact our office at 650 723.3924.

Co-sponsor an Event with a Student Organization

You'll find a list of student organizations and contact information on our website at <http://www.law.stanford.edu/experience/studentlife/organizations/>

Host a Reception Off-Campus

Our list of restaurants and caterers can help you find a location near campus in which to hold your event. Contact our office at 650 723.3924 to ask about advertising and getting your event on the Law School calendar.

Hospitality Suites

Unfortunately, we do not have space at the Law School during our On-Campus Interviewing Programs for hospitality suites near interviewing rooms. However, we do offer hospitality tables in Cooley Courtyard as well as Crocker Garden. The whole space cannot be reserved, but we can help you reserve a portion of it. Contact our office at 650 723.3924 for space availability and more information.

Advertising for Your Event

OCS can help you advertise your event by putting it on the law school calendar, forwarding emails to class lists advertising your event, stuffing student mailboxes or hanging posters. Emails must be plain text. Please contact our office for more information on advertising options.

Setup

Please make sure that you make requests for tables or other equipment you will need for your event in advance. Setup arrangements you have requested will be in place at your setup time.

Evening Events

Our office closes daily at 5PM and OCS staff members are not available after-hours for evening receptions. We ask that you arrive early if you will need our assistance, or make sure you have everything you need from our staff before closing.

Catering

You are free to use the caterer of your choice. However, your on-site coordinator must arrive before your caterer and be available to give your caterer directions for setup. We are unable to store food or beverages in advance of your event. Electricity is not available in Crocker Garden or classrooms for warming ovens or coolers, so please make sure your menu will not require their use.

A/V

Powerpoint presentations can be made in classrooms using a guest's laptop. Laptop access can be made available in other locations at the law school as well, but may incur A/V department fees for set-up and staff outside of business hours. Internet access is not available to guests of the law school.

Music

Music is not permitted in Crocker Garden or the classrooms on weekdays.

Cleanup

You are responsible for leaving your reception area clean. Please make sure that all food, beverages, tablecloths and other items have been put in trash cans or recycling containers before you leave. The law school facilities department will charge for any cleanup they must perform the next morning.

Stanford Law School
Office of Career Services

Facilities Rental Rate Information

Firms and organizations may rent law school facilities for a fee. The fee rates for 2008-2009 are as follows:

Crocker Garden, day use (8:00 AM to 5:00 PM) \$175
Crocker Garden, evening use (5:00 PM to 9:00 PM) \$300
Cooley Courtyard, day use (8:00 AM to 5:00 PM) \$175
Cooley Courtyard, evening use (5:00 PM to 9:00 PM) \$300
Classroom use, per hour \$75

The allotted times are total time for the space, including set-up and clean-up.

Facilities Rental Policies

1. Scheduling of Stanford Law School facilities are based on administrative priorities and not on a first-come, first-served basis. University-sponsored programs of an educational nature have first priority.
2. New requests and changes must be submitted to Laura Flores at least 10 working days in advance in order to be processed and to get all the necessary approvals. We can no longer process last-minute requests and changes.
3. Usage of Stanford Law School facilities is subject to approval of the Director of Facilities and Operations. Reservations should not be considered confirmed until a written confirmation has been returned to the sponsoring group/individual. Stanford Law School reserves the right to substitute space assigned when circumstances necessitate.
4. Stanford Law School is not responsible for any non-university property, items, material, and/or equipment left at the school.
5. Groups or individuals are responsible for leaving the assigned space neat and orderly. This includes removing all firm/organization material from the space. Please make

arrangements for your materials to be removed or returned to you once the event has concluded. Firms and organizations are also responsible for any damage incurred to equipment and/or facilities. Groups/individuals that do not follow this policy will not be permitted to hold future events at the law school.

6. All deliveries are to be made the day of the event, while the user is present. All items must be picked up immediately after the event. Stanford Law School does not assume any responsibility for any rentals or equipment left overnight or unattended after delivery or before pick-up. Stanford Law School and the Office of Career Services cannot accept any deliveries on a firm's behalf or store any delivered items. Electrical outlets are also not available in our outdoor spaces.

7. Audio-visual equipment is only available in the classrooms and is included in the facility usage fee. Please ask Laura Flores about available services.

8. No live entertainment is permitted in any of the facilities.

9. To ensure that your event at Stanford Law School is successful, we strongly encourage you to come and visit the facility space you have reserved and gain familiarity with the building location and equipment.

10. Because attendance at events is highly variable, the Office of Career Services cannot guarantee attendance. Please contact us for more effective methods to increase your firm's presence at Stanford Law School.

11. Stanford Law School is dedicated to providing you with facilities and services that meet your group's expectation. Please call Laura Flores at (650)725-3116 if you have questions.