Frequently Asked Questions

(Subject to change at any time without notice)

• **Who can host an event at the Bechtel International Center?**
  Events directly organized and conducted by a student organization, Stanford school or department can be hosted at the Bechtel International Center. We encourage events that promote intercultural communication and culture, and are consistent with the education mission statement of Stanford. Such events should be intended primarily for Stanford students, staff, faculty and alumni.

• **How do I reserve a space/room at the I-Center?**
  Please read our room reservation policy prior to submitting a room reservation form. We ask that you allow two working days for your request to be processed.

• **How do I check availability of a room or space?**
  You can check the availability of any room or space at any time by accessing our online Event Calendar. (http://icenter.stanford.edu/events/calendar.html)

• **Can I check room availability by calling the Bechtel International Center?**
  Room availability information cannot be given over the phone, nor can rooms be reserved by phone.

  Reservations can only be requested by submitting a completed online application to the I-Center. You will be notified as to whether or not the space you have requested is available for your use.

• **What are the fees for reserving a room at the Bechtel International Center?**
  If space is available, you may be asked to pay an administrative fee, a fee to cover cleaning costs, and/or a host fee, depending on the size of your group, the nature and hours of your event, and whether or not your group is Stanford affiliated. Once we have received your room reservation request, we will respond within two working days.

• **What are the hours of room availability?**
  (These may change during winter & spring breaks, summer, and holidays):

  MONDAY through FRIDAY from 8am to 9pm

  SATURDAY and SUNDAY from 5pm to 9pm

• **Is it possible to reserve a room outside of the normal building hours?**
  Yes, it is possible but is at the discretion of the I-Center staff.

  On rare occasions, when use of the facilities is granted outside of the normal open hours, an additional staff fee of $25 per hour for each extra hour or portion thereof must be paid to the I-Center at least 4 working days IN ADVANCE of the planned event.

  Under no circumstances can the use of the building extend later than 1am.
• **May I host a wedding, memorial service or fundraising event at the Bechtel International Center?**

Unfortunately, the I-Center is not able to accommodate weddings or memorial services. Please contact the **Office of Religious Life**. (http://www.stanford.edu/group/religiouslife/serviceMServices.html
Phone: (650) 723-1762)

Due to University event policy and building property tax restrictions, the Bechtel International Center is **not available** for fundraising events of any type conducted by outside corporations and organizations. If fundraising is conducted for a portion of an event not held at the Bechtel International Center, all proceeds must directly benefit the sponsoring University department.

Student groups must first obtain permission to hold an on-campus fundraising event from Student Affairs and Leadership (SAL) before attempting to reserve a room or space at the Bechtel International Center.

Please read the following websites for more information about how to obtain this permission:
http://studentaffairs.stanford.edu/sal/planning/benefit-fundraiser
https://www.stanford.edu/dept/Events/policies/protected/fundraising.html

• **How far in advance of my event date can I reserve a space or room at the International Center?**

Requests for meeting room reservations are accepted and processed the last two weeks of each quarter for the subsequent quarter:

- **Fall Quarter** may be submitted beginning September 1
- **Winter Quarter** may be submitted beginning December 1
- **Spring Quarter** may be submitted beginning March 1
- **Summer Quarter** may be submitted beginning June 1

It is possible that one-time events may be scheduled up to one academic year in advance. All requests must be submitted at least a week ahead of the proposed meeting or event.

• **Does the International Center provide tables and chairs, set-up assistance, etc.?**

All of the rooms and spaces at the I-Center come equipped with tables and chairs. The evening host will be able to answer your questions. In keeping our rental rates as low as possible, the I-Center is unable to provide staff to assist in room set-up, etc.

Under no circumstances can indoor furniture be moved outdoors.

• **Are there any restrictions on signage and décor at my event?**

Displays, signs, posters, etc. **may not** be hung from or taped to **any** of the windows, walls or supporting structure. We have some large bulletin boards, which can be used during your event.

• **Do you have childcare facilities available?**

The I-Center is not equipped with a childcare facility or staff to monitor children. Please be sure to provide adequate adult supervision for the duration of your event if young children are also expected to attend.

• **Where can I park a vehicle if I attend an event at the Bechtel International Center?**

Parking is available in the visitor parking lot indicated by a “P”, which is located between Mayfield Avenue and Lagunita Drive. Payment can be made at the pay machine, which accepts credit card (Visa/Mastercard) and cash. You will also find temporary street parking opposite the Bechtel International Center on Lagunita Drive. These curbside parking meters require quarters between 8am-4pm. Parking is free after 4pm from Monday to Friday and at the weekends, unless signs indicate otherwise.