

D-CORE Room Usage Policy (Last updated March 14, 2019)

Welcome to D-CORE! We strive to give members of the Stanford community a facility that is clean, comfortable, inviting, and safe. Please use this Room Usage Policy to ensure the success of your next event.

1. Room Capacity
 - a. L003 has a room capacity of 66.
 - b. The adjacent courtyard can accommodate an additional 30-40.
2. Food & Drink
 - a. Food and drink may be served/catered in L003 and in the courtyard.
 - b. The group organizing the event is expected to adopt the “leave no trace” philosophy by properly disposing of all trash, removing any traces of food and drink, and cleaning all surfaces.
 - c. Alcoholic beverages – Please refer to the University guidelines:
 - i. <https://alcohol.stanford.edu/party-planning/alcohol>
 - ii. <https://alcohol.stanford.edu/party-planning/party-planning-guide/student-alcohol-policy>
3. L003 is furnished with a variety of soft seating and tables and chairs. Groups are responsible for their own room setup and replacing furnishings to their original locations.
4. An Apple TV is available for use in L003. Tech Bar staff may be available to help with setup Mon-Fri 8a-6p, if needed. Please allow sufficient time ahead of your event to ensure timely setup.
5. If meetings are back-to-back, the individuals that reserved the room will be notified in a joint email to be cognizant to wrap up on time.
6. Lane Medical Library is not responsible for personal property, equipment and/or supplies.
7. The person requesting use of the space is responsible for the orderly conduct of the group and for any loss or damage to Library property or equipment.
8. Please be aware that the only access to the Medical History Center is through L003; Library staff and patrons may need to enter and exit L003 during your event.
9. L003 and the courtyard are available during [library hours](#) from opening until 15 minutes before closing. The Library reserves the right to cancel or change any meeting if circumstances at the Library so demand. If the Library must close due to emergency situations, all meetings scheduled during the closure will be cancelled and we will notify the event requestors.
10. Accidents must be reported to the library staff member in charge who will report the incident in accordance with SoM EH&S procedures:
 - a. <https://ehs.stanford.edu/topic/occupational-injury-illness/serious-injuryillness-reporting-procedures>