Please read the following information and familiarize yourself with our policies and procedures so we can assist you in planning your meals. Please do not hesitate to contact us should you have any questions.

**DINING PACKAGE A:**

Dining Package A consists of breakfast, lunch and dinner, served in the dining halls where the conferees are assigned to eat. Anyone living in residence is required to take a full Dining Package. A Dining Package starts with the next available meal after assigned check-in period, and ends with the last available meal prior to checkout.

**DINING PACKAGES B OR C (COMMUTER PLAN):**

Dining Packages B or C are dining plans for commuters and are available to individuals not staying on campus. Charges for Dining Packages B or C are for the total number of commuter meal cards ordered. Final guarantee must be received in writing seven business days prior to the group's arrival. The Group will be held to 95% of the final guarantee. Any increase over 10% of the final guarantee will be charged a 25% premium. Commuters bringing their own food must consume their meal outside the dining area. The dining areas are reserved for paying customers only.

**MEAL CARDS:**

Your attendees will be identified at the dining hall by their meal cards. They must have their meal cards or guest meal tickets to enter the dining hall. These meal cards are non-transferable. Lost meal card replacement will be charged to the conference at $15.00 per card.

**GUEST MEAL TICKETS:**

While R&DE Stanford Dining, Hospitality & Auxiliaries (SDHA) welcomes guests who may be joining you during the conference, we require that all guests use meal tickets or pay by credit card at the dining hall. Guests paying by credit card at the dining hall will pay the walk-in meal price. Guest meal tickets can only be purchased in advance. Unused tickets must be returned to the Dining Conference Program Manager at the reconciliation meeting when your program ends in order to receive credit for the unused tickets.

**MEAL OMITS:**

For flexibility, conference groups may omit one meal per week (1 per 7 days) throughout their conference. Conferees having ten (10) meals or less do not have the option to omit a meal.

**MEAL SUBSTITUTION:**

You may substitute a meal in your Dining Package with a catered function of equal or greater value through Stanford Dining, Hospitality & Auxiliaries (SDHA) Catering operations; Stanford Catering, Munger Catering or Catering at Li Ka Shing only. The Dining Conference Manager must be informed twenty (20) business days in advance if you are substituting a Dining Package meal with a meal catered by a SDHA Catering operation. Failure
to properly inform the Dining Conference Program Manager of your substitution will result in being charged for both the Dining Package meal and the catered event.

**DINING LOCATIONS:**

We reserve the right to move groups, due to operational necessity, to an alternate dining hall. If unable to meet minimum numbers to maintain keeping a dining hall open, you will be assisted with alternative dining options.

**SEATING:**

The dining halls have an open seating policy, so please note that you will be dining with other groups. Any questions regarding seating specifics should be directed to your Dining Conference Manager or Dining Hall Manager.

**MEAL TIMES:**

Conferences/Groups are required to adhere to the meal start time listed in their contract. If you arrive late to a meal, you must check with the Dining Hall Manager before entering the serving area as other groups may already be dining. The manager will let you know the next available time that you can enter the serving area based on the meal schedules of other conference groups.

**SPECIAL DIETARY NEEDS**

R&DE Stanford Dining, Hospitality & Auxiliaries (SDHA) will make every possible effort to ensure your participant’s dietary needs are met. SDHA operates a robust station called Mindful Meals which is free from the top allergens (egg, fish, milk, peanuts, sesame, shellfish, soy, tree nuts, wheat/gluten). These stations are available within each dining hall to help guests feel included in the offerings available. The majority of the foods in the dining halls will have detailed food labels which will indicate if the top allergens are present. In addition, guests are welcome to speak with the manager on duty to inquire about the options available. We encourage any conference attendees with severe anaphylactic and/or airborne allergies to reach out to nutritionist@stanford.edu and cc the onsite conference contact so both parties are aware of the specific dietary needs. This will also help with coordinating any additional accommodations that may be required.

**BARBEQUES:**

SDHA will be happy to prepare a barbeque at the dining hall for your group with a minimum of 25 people. Any barbeque not hosted at the dining hall or the surrounding courtyards and fields must be ordered from SDHA Stanford Catering. For more information, please see the barbeque menu for details. Outside vendors and caterers are not allowed without exception.

**BOX MEALS:**

Box Meals can be ordered in advance and will substitute for the meal in the dining hall. Any box meals ordered within 48 hours notice will be charged an additional $5.00 per box meal. Same day orders will be charged an
additional $10.00 per box (minimum charge of $500.00, provided the dining halls is able to fill the order). Should you require delivery, boxes meal orders must be provided by SDHA Stanford Catering.

**FOOD ON THE GO:**

Food can be ordered from the hot/cold line to be packaged for pick up and will substitute the missed meal of a breakfast, lunch or dinner in the dining hall. Any Food on the Go order must be finalized 7 days in advance. A food temperature log/handling waiver will need to be signed by a designated conference representative at the time of the food pick.

**STANFORD CATERING:**

SDHA Stanford Catering, Munger Catering or Catering at Li Ka Shing are available for special meals, receptions, coffee breaks, registration refreshments and special events not provided by the dining halls. Meals provided by SDHA Catering venues are separate from meals included in the Dining Package, although a meal substitution may apply (see Food Substitution above), final arrangements must be made through the SDHA Stanford Catering sales office at 650-725-1503; Munger Catering at 650-723-6776; Li Ka Shing at 650-725-6883. Additional items such as tables, chairs, and umbrellas are ordered through the R&DE Stanford Conferences office. All catering delivered to campus residences, surrounding courtyards, Elliott Program Center, or Levin Field must be provided through SDHA Stanford Catering. No outside caterers are allowed to deliver food to R&DE Dining Halls or R&DE Student Housing locations.

**COUNSELOR RESPONSIBILITY:**

Campers under the age of 18 must be accompanied in the dining hall by camp counselors; (1) one to (06) six ratio for 6-8 year olds; (1) one to (08) eight ratio for 9-13 year olds; (1) one to (10) ten ratio for 14-17 year olds. Counselors are responsible for the conduct of their campers while in the dining room. Counselors must ensure that campers bus their trays to the appropriate area at the end of meals. Please review the CONFERENCE GUESTS’ FOOD SAFETY ADVISORY sheet with your campers/group.

**DAMAGES:**

Any and all damages caused by conference guests will be charged to the camp program. Fines will be assessed based on the extent of damage occurred and the cost of cleanup and/or repair.

**STANDARDS OF CONDUCT:**

- Alcohol is not permitted in our dining halls unless prior arrangements are made with your dining conference manager.
- All conferees will bus their own trays to the designated areas. Please contact your Dining Hall Manager for special assistance.
- Meals must be consumed in the dining hall unless prior arrangements have been made with the dining hall manager.
Step 4: Planning

- Throwing food or any other objects can lead to individual discipline, up to and including removal from the University.
- Shoes and shirts must be worn at all times in the dining halls.
- Bikes, roller blades/skates or skateboards are not allowed in any dining halls.
- Smoking is not permitted in any of the dining halls or within 50 feet of doorways, open windows, covered walkways, and ventilation systems to prevent smoke from entering enclosed buildings and facilities.
- No pets are allowed in the dining areas. Service animal accommodation requests must be submitted to your Conference Account Coordinator well in advance of the program start date.

For the most current Stanford Summer Conferences Policies, please go to: [http://rde.stanford.edu/conferences/conference-planning-manual](http://rde.stanford.edu/conferences/conference-planning-manual)