

## Step 4: Planning

### KEYS

- **Vault & Sequence Key:** A vault/sequence key for opening a lock keeper box in your assigned residence, which has keys for all rooms in that residential building, may be requested provided your program is the only current occupant of that residence. **The key must be picked up from and returned to the Stanford Conferences office.**
- **Kitchen/Kitchenette Keys:** A few residences on the "Row" have kitchens that can be locked. In most Row Houses, arrangements can be made to use the kitchen refrigerator and/or ice machine ONLY. **Kitchen keys must be picked up from and returned to the Stanford Conferences office.** There is an additional fee for each key ordered.
- **Duplicate Keys:** On occasion, your program may need additional copies of a key (e.g., extra keys for the exterior door, office, or storeroom). Please be advised that there is an additional fee for each duplicate key ordered for your program. **All duplicate keys must be picked up and returned to the Stanford Conferences office.**
- **New Locks:** For security reasons, a program may wish to limit access to their building's common area by changing the locks (e.g., a seminar room used as an office). The cost for this service varies based on the existing lock type and location.
- **Charges for Lost Keys:**
  - **Sequence Keys:** If the key is not returned at the conclusion of your program, your conference assumes the cost of replacing each lock in the affected building. Depending on the number of rooms in a building, the cost for these lock replacements can be quite costly.
  - **Undergraduate** rooms in residential buildings must be accessed with a key (for the individual room and a fob/access card (for access to the building). Residents will be given a key and a fob/access card together. Failure to return or the loss of either a key or fob/access card or both will result in a lost key fee which will be billed to the program. Similarly, **Graduate** Housing will invoice the program for a lost apartment key and fob (or access card).

### LINEN PACKS

Linen pack rentals are available for programs that are not taking linen service. Packs include a set of bed linens and bath towels. Quantities of 10 or more packs should be requested in advance through your Conference Account Manager. Linen packs must not be removed from campus and left in the room when checking out.

### STUDENT WORKERS

Stanford Conferences can assist you in recruiting students to provide support to your program. For example, luggage porters aid transporting bags from your designated registration location to the conferee's rooms. Students can also be hired to provide campus tours for your group with a two hour minimum. The hourly minimum depends on the assignment and varies from two to four hours. Please contact your Conference Account Manager to discuss your needs.

**FEE RATE SHEET** – Refer to the Fee Rate Sheet in your Client Shared Drive folder.