

# Munger Conference Housing Service Center

Serving guests residing in Munger Graduate Residence, Building 4 and Building 5 (Jacobson-Sorensen Hall)

Ask us about emergency assistance, campus transportation, and services.

We look forward to serving you this summer!



<b>LOCATION</b>	554 Salvatierra Walk, Stanford CA 94305
<b>PHONE NUMBERS</b>	Office: (650)721-2770   After hours: Call (650)725-1602   <a href="mailto:mungerconferences@stanford.edu">mungerconferences@stanford.edu</a>
<b>OFFICE HOURS</b>	8:00 AM – 6:00 PM, Daily (After Aug. 18, 9:00 AM- 4:30 PM, Weekdays)

<b>COMMUNITY ASSOCIATES (CAs)</b>	<ul style="list-style-type: none"><li>Community Associates are students living in residences all year round who play a vital role in a Stanford education.</li><li>Please respect the living spaces of our Community Associates by caring for our facilities, limiting noise, and following dorm rules and campus regulations.</li></ul>
<b>CHECK-OUT</b>	<ul style="list-style-type: none"><li>Please arrange with your CHSC if you are checking out when offices are closed. Individual guests will be charged for unreturned or lost keys, and if you are part of a conference group, your group will be billed directly and may pass the charge onto you.</li></ul>
<b>LAUNDRY MACHINES</b>	<ul style="list-style-type: none"><li>Complimentary laundry machines are located in the basement or ground floor of each residence.</li></ul>
<b>LOCKOUTS</b>	<ul style="list-style-type: none"><li>Please go to the CHSC office for assistance if you are locked out of your room during regular office hours.</li><li>If you are locked out after hours, call (650)725-1602.</li></ul>
<b>MAIL &amp; PACKAGES</b>	<ul style="list-style-type: none"><li>Your CHSC cannot accept mail or packages on your behalf. If you need to receive packages, visit the <a href="#">USPS office</a> in White Plaza to rent a PO box.</li></ul>
<b>PARKING PERMITS</b>	<ul style="list-style-type: none"><li>All posted parking restrictions are enforced on a 24/7 basis. Parking permits are available for <a href="#">purchase online</a>.</li></ul>
<b>PROHIBITED ITEMS &amp; SMOKING</b>	<ul style="list-style-type: none"><li>Pets, candles, items containing an open flame, halogen lamps, weapons, illegal substances, and recreational Marijuana are strictly prohibited.</li><li>Alcohol is permitted only in adult residential buildings.</li><li>Smoking is prohibited inside any residence or campus building, or within 30 feet of these buildings.</li></ul>
<b>HOW TO REPORT EMERGENCIES</b>	<ul style="list-style-type: none"><li>For medical/fire/police services, call 911 or 9-911 from a campus phone.</li><li>Bright blue phone towers are located around campus for emergency calls. Report all emergencies to your conference and CFD staff as soon as possible, especially if any medical/fire/police services become involved.</li></ul>
<b>EMERGENCY RESPONSE, SAFETY &amp; SECURITY</b>	<ul style="list-style-type: none"><li>Fire/earthquake evacuation and your Emergency Assembly Point (EAP) are posted behind the door of your room or online at the <a href="#">Environmental Health &amp; Safety</a> EAP page. Review <a href="#">Active Threat preparedness information</a> at <a href="http://police.stanford.edu">police.stanford.edu</a>. Emergency updates are available at <a href="http://emergency.stanford.edu">emergency.stanford.edu</a>.</li><li>When away from your room, please keep windows and doors locked, and do not prop open any residence hall exit doors. Stanford University is not responsible for lost or missing items.</li><li>Please alert your CFD staff if you observe any suspicious persons in or around your residence. In accordance with policy, all Stanford employees working in the residences should be wearing Stanford name badges.</li></ul>
<b>REPAIRS/MAINTENANCE</b>	<ul style="list-style-type: none"><li>Please contact your CHSC staff to report any needed repairs or maintenance emergencies, or after-hours emergency at (650)725-1602.</li></ul>