

Stanford University Meeting Rooms/Conference Centers

Facility/Location	Contact	Capacity	Cost	Catering	Comments
Newhall Conference Rm. Little Field Management Ctr. 1 st Floor	Graduate School of Business GSB Contact various: 3-2770	30	None	Yes	Beautiful Room very large. Can't move tables. Must submit a cleaning request. Fully loaded. Must pick key up at GSB South Bldg. S-120
Wattis Conference Rm. Little Field Management Ctr. 1 st Floor	Graduate School of Business GSB Contact various: 3-2770	50	None	Yes	Board of Trustees meetings held at this location. Beautiful Room very large. Can't move tables. Must submit a cleaning request. Fully loaded. Must pick key up at GSB South Bldg. S-120
East Wing Conference Rm Encina Hall Ground Floor	Mitzi 3-4581	13	None	Yes	Wireless
Cuthbertson Conference Rm. Encina Hall Basement	Jessica 5-4235	15	None	Yes	Hard to find. In the basement near Internal Audit.
Bechtel Conference Center Encina Hall	BCC Coordinator 3-4581	175	\$\$\$\$\$	Yes	
ORA Training Room 124 Encina Commons	Lib 3-4195 or Rose 3-3689	30 Class 50 Theater	None	Yes	Fully loaded; can move tables but must return room to original setting, must clean all food, dispose garbage, return tables to original configuration.
ORA/CMA Conference Rm 150 Encina Commons	Lib 3-4195 or Rose 3-3689	10	None	Yes	
ORA/PMO Conference Rm. 122 Encina Commons	Drina 3-9004	2-4	None	Yes	Small Room 4 might be tight. Great for interviews.
ORA/AVP Conference Rm. 128 Encina Commons	Lib 3-4195 or Rose 3-3689	10	None	Yes	Very nice room fully loaded.
E. Vidalakis Dining Rm. Schwab Residential Center 680 Serra	Danielle Witkin 5-6482	100 or 300	\$\$\$	Yes	Very beautiful dining room holds up to 300. Catering must be handled by Schwab and Audiovisual arrangements through Event & Services
Various Areas Schwab Residential Center 680 Serra	Danielle Witkin 5-6482	Various	\$\$\$	Yes	Vidalakis has two other sections Mid – West smaller rooms like the Rosenberg holds 15/50, Palm Court Yard, & Vidalakis Court Yard.
Tresidder Meeting Services	http://www.stanford.edu/group/MeetingServices/rooms/index.html	Various	\$\$\$	Yes	Website gives all the details. Hard to reserve as academics are given first priority.
Hartley Conference Center School of Earth Sciences	http://pangea.stanford.edu/facilities/hartley/instructions.html	30/100	\$\$	Yes	Fully loaded website provides all information.

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Humanities & Science Dean's Office Building 1 Main Quad	Christine 3-2275	16	None	Yes	Being renovated
President's Conference Room Building 10 Main Quad	3-2489	10	None	Yes	Usually reserved for building. 10 occupants.
Law Library Building 170 Basement	5-8748	12	None	Yes	Don't know much about this conference room
SoM Dean's Office M-121 Medical School	Camille 5-3900	20	None	Yes	Mainly for the SoM Staff but they will let you reserve it on occasion.
Fairchild Auditorium East Campus Drive	School of Medicine Facilities Scheduler 3-6952	250	\$\$\$\$	Yes	Closed for remodel. Check with the scheduler to see when it will reopen. http://med.stanford.edu/maps/som_directions_map.pdf
Turing Auditorium Polya, Panama Street	Phyliss 3-4391	80	\$	NO	http://www.stanford.edu/services/techtraining/rental/index.html
Sand Volley Ball Court Between Serra & Ford	Registrar's Scheduling Office Reg-events@stanford.edu	150	?		RSO is responsible for the scheduling of non-academic events at Stanford for University departments and student organization. They can also provide information on the groves & gardens for functions.
Elliott Program Center Governor's Avenue South	3-1521	25/200	\$\$\$	Yes	The space is very weird and parking is small. View of the lake could be nice only when it has water.
Cantor Arts Center	4-3599	Various	\$\$\$\$\$	Yes	Beautiful Setting. Facilities agreement and rules are overwhelming.
Vintage Room & Courtyard @ Stanford Barn	650-325-4339	150-200	\$\$\$\$\$	Yes	I have never been. I understand it is located by the Stanford Mall near Andronico's Market
Arrillaga Bowman Alumni Center Galvez Avenue	3-4425	Various	\$\$\$\$\$	Yes	Beautiful but very expensive. McCaw holds up 400 and the Lane/Lyons Fisher Conference Center can hold 25-100.

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Clark Center – Auditorium	Room Reservations submitted on line: http://biox.stanford.edu/clark/room_res_form.html	150	No fee - yet	No food allowed	
Clark Center – Seminar Room 360	Room Reservations submitted on line: http://biox.stanford.edu/clark/room_res_form.html	65	No fee - yet	Food by NeXus only (outside the room)	Theater style, no tables
Clark Center – Seminar Room 361	Room Reservations submitted on line: http://biox.stanford.edu/clark/room_res_form.html	45	No fee - yet	Food by NeXus only (outside the room)	Theater style, no tables
Clark Center – Seminar Room 362	Room Reservations submitted on line: http://biox.stanford.edu/clark/room_res_form.html	25	No fee - yet	Food by NeXus only (outside the room)	Conference style, tables and chairs
Clark Center – Seminar Room 363	Room Reservations submitted on line: http://biox.stanford.edu/clark/room_res_form.html	25	No fee - yet	Food by NeXus only (outside the room)	Conference style, tables and chairs
Academic Halls					
Anneenberg	3-6755	350	\$\$\$\$\$\$	NO	Academic halls can often NOT be scheduled for administrative events. Check the website to find your venue and contact information. https://stanfordevents.stanford.edu/event_policies/planning/scheduling/non_registrar.html
Bishop Hall		350			
Campbell Recital Hall		218			
Cubberley		400			
Dinkelspiel		716			
Kresge		594			
Memorial		1714			
Skilling		194			
Stauffer		50			
Terman		257			

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Conference Centers/ Retreat Facilities/Holiday Party					
Chaminade Executive Conference Center Santa Cruz	1-800-283-6569 http://www.chaminade.com				
Kohl Mansion Burlingame	www.kohl-mansion.com 2750 Adeline Burlingame, CA 94010 (650) 762-1136				
Mercy Conference Center Burlingame	www.mercy-center.org 2750 Adeline Burlingame, CA 94010 (650) 762-1136				
Pacific Athletic Club Redwood Shores, Redwood City	200 Redwood Shores Pkwy Redwood City, CA 94065 (650) 593-4900				
Lucie Stern Community Center Palo Alto	www.paloaltochamber.com 1305 Middlefield Rd Palo Alto, CA 94301 (650) 463-4900				
Mitchell Park Community Center	www.paloaltojcc.org 3800 Middlefield Rd Palo Alto, CA 94303 (650) 329-2487				
Elizabeth F. Gamble Garden Palo Alto	1431 Waverley Street Palo Alto, CA 94301 Tel: 650-329-1356 Email: admin@gamblegarden.org				
Holbrook Palmer Park Atherton	150 Watkins Ave Atherton, CA 94027 (650) 688-6534 (Jean)	Various	\$\$\$	Yes	Main Pavilion 100, Main house living room for 20 and 2 breakout rooms.
Quadrus Sandhill Road Menlo Park	www.quadrusconference.com 2400 Sand Hill Rd # 101 Menlo Park, CA 94025 (650) 854-5855	Various	\$\$\$	Yes	Nice setting, feels like you're somewhere out among the Giant Redwoods. Large room with anteroom hold 100 & 3 breakouts: Q1 holds 18, Q2 holds 14, Q3 holds 10 & deck for extra space.
Cubberley Center Palo Alto	www.city.palo-alto.ca.us 4000 Middlefield Rd # T2 Palo Alto, CA 94303 (650) 329-2418				

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Hopkins Marine Center of Stanford University Monterey	Oceanview Boulevard, Pacific Grove, CA 93950-3094 (831) 655-6200				This place is GREAT. Will give a tour of their facilities.
Vallombrosa Center Menlo Park	www.vallombrosa.org 250 Oak Grove Ave Menlo Park, CA 94025 (650) 325-5614				Religious setting. Mansion w/4 rooms. Largest room holds up to 70-80. Their website very informative.
Jesuit Retreat Center Los Altos	http://www.elretiro.org/ 300 Manresa Way Los Altos, CA 94022 (650) 948-4491				Religious setting, Rotunda holds 100, St. Roberts' living rm. Holds 45 w/ 4 breakout rooms.
Thomas Fogarty Winery Woodside	info@fogartywinery.com 19501 Skyline Blvd Woodside, CA 94062 650-851-6777			\$\$\$\$	Beautiful site! A long drive up to the winery. May want to provide transportation.
Rengstorff House Shoreline, Mountain View	http://www.r-house.org/ 3070 N. Shoreline Blvd. Mountain View, CA 94043 Phone: (650) 903-6392				An old Victorian house. Indoor area holds up 60. Indoor and outdoor holds 125.
Michaels at Shoreline Mountain View	www.michaelsatshoreline.com 2960 N Shoreline Blvd Mountain View, CA 94043 (650) 962-1014				There is a charge for a meeting room but if you order food there is no charge.
Coyote Point Museum San Mateo	www.coyoteptmuseum.org 1651 Coyote Point Dr San Mateo, CA 94401 (650) 342-7755				3 rooms available for conferences and receptions.