

Guidelines for hosting events



Did you know that LBRE has established guidelines for hosting events in both interior and exterior spaces within LBRE-maintained areas of campus?

In collaboration with the Registrar's Office, these guidelines are designed to help maintain our campus spaces and support successful, well-managed events.

For indoor events, including those reserved through 25Live or Cardinal Engage, the following work orders are required:

- A custodial work request for post-event cleaning.
- A work request for PSSI bins if food is being served.

For outdoor events, including those reserved through 25Live or Cardinal Engage, the following work orders are required:

- A work request for Grounds and Irrigation.
- A work request for PSSI bins if food is being served.

For complete details and to learn more, please visit <https://facops.stanford.edu/interior-outdoor-reserved-spaces-work-order-requirements>.

If you have any questions, feel free to contact us at lbreoperations@stanford.edu.

Together, we can help keep our campus spaces clean and event-ready!

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