Meeting Spaces for ACT Teams

Below is a list of free or low-fee meeting spaces for ACT Teams. If you have trouble booking one of the spaces below or the space is in an inconvenient location for you, Liquidspace.com is a good resource for finding available meeting places. You can use its search engine to find and book spaces where you need them, when you need them.

Free

<table>
<thead>
<tr>
<th>Location</th>
<th>Available Hours</th>
<th>Capacity</th>
<th>Reservations</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stanford Campus</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arbuckle Café Arbuckle Dining Pavilion, Knight Management Center 655 Knight Way</td>
<td>Academic year hours M – Th: 7:30am – 7:00pm Fri: 7:30am – 5pm</td>
<td>Varies</td>
<td>none</td>
<td>Check café website for hours, as they change throughout the year. <a href="http://www.cafebonappetit.com/stanfordgsb/arbuckle/">http://www.cafebonappetit.com/stanfordgsb/arbuckle/</a></td>
</tr>
<tr>
<td>Old Union 520 Lasuen Mall</td>
<td>Axe &amp; Palm Café open M - W: 11am - 1am Th - Sat: 11am - 2am. Sun: 5:30pm - 1am</td>
<td>Varies</td>
<td>none</td>
<td>Axe &amp; Palm Tel: (650) 704-8645 Call to confirm hours Teams are welcome to use any couches &amp; tables spread throughout building.</td>
</tr>
<tr>
<td>Tresidder Student Union 459 Lagunita Drive</td>
<td>Treehouse Restaurant open 10am - 12am daily, Tresidder commons open until 12 am daily</td>
<td>Varies</td>
<td>none</td>
<td>Treehouse Tel: (650) 723-4500 Call to confirm hours To reserve a room at Tresidder, fill out the Reservation Form for Alumni at least 48 hours in advance.</td>
</tr>
<tr>
<td><strong>Peninsula</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Palo Alto City Library – Downtown Branch/ Carnegie Meeting Room 270 Forest Ave. Palo Alto</td>
<td>Tu. We. Fr. Sat: 10am – 6pm Thu: 12pm-6pm</td>
<td>6</td>
<td>Reserve room</td>
<td>Rooms can be reserved up to 8 days in advance Reservations are for a maximum of 2 hours per day.</td>
</tr>
<tr>
<td>Palo Alto City Library – Downtown Branch / University Meeting Room 270 Forest Ave. Palo Alto</td>
<td>Tu. We. Fr. Sat: 10am – 6pm Thu: 12pm-6pm</td>
<td>10</td>
<td>Reserve room</td>
<td>Rooms can be reserved up to 8 days in advance Reservations are for a maximum of 2 hours per day.</td>
</tr>
<tr>
<td>Palo Alto City Library – Rinconada Branch / Duveneck Room 1213 Newell Rd. Palo Alto</td>
<td>Su: 1pm – 4pm Mo. Thu: 12pm – 7pm Tu. We: 10am – 7pm Fri. Sat: 10am – 5pm</td>
<td>4</td>
<td>Reserve room</td>
<td>Rooms can be reserved up to 7 days in advance Reservations are for a maximum of 2 hours per day.</td>
</tr>
</tbody>
</table>
### Stanford Campus

**Location:**
- GSB, Knight Management Center
  - 655 Knight Way

**Hours of Availability:**
- If your team would like to meet on campus during regular business hours, you may request that ACT staff reserve a GSB conference room for your use.

**Capacity:**
- Varies

**Reservations:**
- Send email to stanfordact@stanford.edu with day, time, number of attendees, and length of meeting.

**Notes:**
- GSB conference rooms are limited in number and often scheduled well in advance, so let ACT staff know as soon as possible that you're interested in securing a meeting room at the GSB if one is available.

### Peninsula

#### Redwood City Library / Community Room
- 1044 Middlefield Rd.

**Hours:**
- Mon - Th: 10am - 8:30pm
- Fri – Sat: 10am - 4:30pm
- Sun: 12pm - 4:30pm

**Capacity:**
- 100

**Reservations:**
- 650 780 7061
- Fill out online application for meeting room use

http://www.redwoodcity.org/library/info/meeting_rooms.html

**Notes:**
- Contact must be a Redwood City resident with a library card.

#### Redwood City Library / Small meeting room
- 1044 Middlefield Rd.

**Hours:**
- Mon - Th: 10am - 8:30pm
- Fri – Sat: 10am - 4:30pm
- Sun: 12pm - 4:30pm

**Capacity:**
- 15

**Reservations:**
- 650 780 7061
- Fill out online application for meeting room use

http://www.redwoodcity.org/library/info/meeting_rooms.html

**Notes:**
- Contact must be a Redwood City resident with a library card.

### San Francisco

#### San Francisco Public Library: Branches

**Hours vary by location**

**Reservations:**
- Room Locations and Hours:

http://sfpl.org/index.php?pg=2000090901

**Notes:**
- Multiple locations around the city. Must be SF resident or SF based organization.
- Link to online room request form on individual rooms’ info pages.

#### San Francisco Public Library, main location: multiple rooms

**Hours:**
- Tue – Thu: 9am – 8pm
- Mon, Sat: 10am – 6pm
- Fri: 12pm – 6pm
- Sun: 12pm – 5pm

**Capacity:**
- Varies by room, between 15 - 235

**Reservations:**
- Room Location and Hours:

http://sfpl.org/index.php?pg=2000090901

**Notes:**
- Must be SF resident or SF based organization.
- Link to online room request form on individual rooms’ info pages.

### Fee based

#### Location

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours of Availability</th>
<th>Capacity / Fees</th>
<th>Reservations</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mountain View Library / Monarch Room</td>
<td>Mon – Fri: 10am-4:45pm</td>
<td>8 people $15 for up to 4 hours $25 for 4 or more hours</td>
<td>650 903 6335</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Walk in or prior reservations up to one month in advance Meeting room policy</td>
<td>One member of the group must be a registered Mountain View Public Library user. Includes white board.</td>
</tr>
<tr>
<td></td>
<td>Mon – Fri: 8:30am – 5:30pm</td>
<td>Facility Fee Schedule</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7/9/2015