

**GSE POLICY REGARDING  
SPONSORING OUTSIDE GROUPS FOR ON-CAMPUS FACILITIES & EVENTS**

Stanford University's policy regarding outside groups reserving and using space on campus requires that the program has a Stanford Event Organizer (SEO). The SEO needs to oversee the content of, plans and management of the event. The event must also meet both the educational mission of Stanford and fulfil the University organization's goals and purpose.

To that end, GSE faculty, administration and students are only permitted to sponsor on-campus events for non-Stanford groups if the sponsor is willing to be directly and fully involved in the development of the content and management of the plans.

GSE faculty, staff and students may not sponsor events where there is no direct and deep involvement – even when the outside group has been sponsored in the past.

For more information on Stanford's policy, please visit:

<https://osep.stanford.edu/policies/university-events-policy-and-stanford-event-organizer>