

Your reservation for Panofsky Auditorium has been received and is pending approval. Panofsky Auditorium is NOT a self-service room. Audiovisual technicians are required to operate the room's audiovisual system and you may be charged for audiovisual services depending on the requirements of your event.

Before we will confirm your reservation, you are required to fill out the Audiovisual Services Request form with details about your event at the following link:

<https://internal.slac.stanford.edu/communications/requests/audiovisual-services>

Once you've submitted the Audiovisual Services Request Form we will review your requirements and may contact you with any questions and an estimate of audiovisual service costs if applicable. Regardless, you will receive an email when your event is confirmed. *If you fail to follow-up by submitting a services request within a timely manner, your tentative booking is subject to rejection at any time without notice.*

Please review the following information about booking Panofsky Auditorium:

If you block the room and later need to change the date, time or requirements of your event or need to cancel your reservation entirely, please do so at the earliest possible time by contacting autech1@slac.stanford.edu. Our technicians only work when scheduled and it may not be possible to reschedule them at the last minute.

Please leave the room in exactly the condition you found it. By using the auditorium, you are responsible to arrange for any out-of-the-ordinary cleaning. If the room is left in poor condition due to food, drink or any other reason, janitorial will be called and charged to the account number that you provide on your audiovisual services request.

This reservation is for the auditorium ONLY. The Panofsky Lobby must be reserved separately on its own calendar in Outlook if you plan to use the space to host a reception, serve refreshments or set up any other tables or displays. The Trinity Rooms (rooms directly across from Panofsky Auditorium) must also be reserved separately if you plan to use them for your event.

Panofsky Auditorium contains 366 fixed seats and has a maximum occupancy of 430.

Please contact Rod Reape at autech1@slac.stanford.edu or x2966 with any questions or issues.