



Delphine Facility Use Guidelines

Delphine Hall is located along the perimeter of Ferroggiaro Quad between the Bookstore and Café Louis. The first floor Delphine Lounge may be reserved between the hours of 8:00 a.m. and 10:00 p.m. The second floor Delphine Loft functions as an office for the Intercultural Center (IC) and may not be reserved. The second floor Delphine balcony is available for Saint Mary's community members between the hours of 8:30 a.m. and 4:30 p.m. but cannot be reserved. If you have any questions regarding these guidelines, please contact the IC Coordinator at (925) 631-8545.

How do I make a reservation?

1. Check the current availability of the Delphine Lounge using the online SMC Master Calender at <http://astraweb.stmarys-ca.edu/astraweb>.
2. Once you have selected an available time, click the "Request a Room" link on the left-hand menu of the Master Calendar and follow the step-by-step instructions.
3. It is recommended that you submit your request at least five business days prior to the scheduled event. This does not guarantee the availability of the space.
4. The reserving party is responsible for requesting adequate setup and cleanup time on their "Facility Reservation Request Form" to ensure that events prior to, and following, their event are not interrupted.
5. You will receive an automated receipt e-mail once you submit your request. You will then receive a confirmation e-mail once your reservation has been processed, usually within two business days of your request.

How do I cancel a reservation?

1. Contact the IC Coordinator at x8545 to cancel your event as soon as possible.
2. If necessary, contact other departments (i.e. Sodexo, Facility Services, CaTS Media Services, etc.) to cancel all related services.
3. Please note that the IC will not cancel or reschedule a reservation that has been previously made in order to accommodate another party.

What may I use in the Delphine Lounge?

- 35 stackable chairs
- 16 armchairs
- 2 loveseats
- 1 portable whiteboard (markers and erasers not provided)
- 3 tall tables
- Television
- VCR-DVD player

To use the screen and LCD projector in Delphine Lounge, you must contact Media Services prior to your event to set up and put away the equipment.

Please refer to the first floor diagram of Delphine Lounge and “Before the Event” guidelines regarding setup and additional needs.

Use of Delphine Lounge implies agreement with the following guidelines:

Before the Event

1. It is the reserving party’s responsibility to set up for the event. Setup time should be included on the “Facility Reservation Request Form”.
2. Any requests of CaTs Media Services, Facility Services, Sodexo, or other departments are the responsibility of the reserving party.
3. While chairs, loveseats, and tables can be rearranged as needed for the event, storage bins along the perimeter of the room are not to be moved.
4. IC property (i.e. furniture, murals, flags, etc.) may not be removed from Delphine Lounge.
5. Food may be brought in from outside sources.

During the Event

1. The IC staff works on the second floor Monday through Friday during the hours of 8:30 a.m. to 4:30 p.m. During these hours, the noise should be kept at a level that is respectful of an office environment.
2. Due to its open environment, Delphine Lounge is not appropriate for confidential or recorded events.
3. Supplies necessary for carrying out the event are the responsibility of the reserving party; the IC’s office equipment and supplies are not available for use.
4. The reserving party is expected to take reasonable steps to ensure proper care of Delphine Lounge.
5. Events, including clean up, must end by the time designated on the “Facility Reservation Request Form”.

After the Event

1. The reserving party is responsible for returning Delphine Lounge to the arrangement specified on the diagram located on the bulletin board at the bottom of the stairs.
2. The reserving party is responsible for cleanup. This includes but is not limited to:
 - Wiping down tables
 - Picking up trash
 - Erasing the whiteboard
 - Removing any posters hung up during the event
 - Reporting spills or any other damages immediately to the IC Coordinator
 - Throwing away any trash outside of Delphine if trashcans inside are not sufficient
3. Accidental damage, repair, and replacement costs to Delphine Lounge are the responsibility of the reserving party.
4. The reserving party is responsible for arranging the timely pick-up (within 24 hours) of any outside items brought in by CaTs Media Services, Facility Services, Sodexo, etc.

**Usage privileges may be revoked if these guidelines are not followed.
Thank you for your cooperation**