



## 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 5:00 p.m. and 12:00 a.m. (midnight.) **The second floor Delphine Loft functions as an office for the Intercultural Center (IC) and may not be reserved. Please keep this in mind when considering Delphine as a space for your event.** 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 Calendar at:  
<https://www.aaiscloud.com/SaintMarysCA/Logon.aspx?ReturnUrl=%2fSaintMarysCA%2fPortal%2fDefault.aspx>
2. Once you have selected an available time, click the "Request an Event " link on the left-hand menu 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 a confirmation e-mail once your reservation has been processed, usually within two business days of the 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, ITS 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?

- 50 stackable chairs
- 20 armchairs
- 2 portable whiteboards (markers and erasers not provided)
- 3 tall tables
- Flat screen Television
- VCR-DVD player
- Telephone

- SMART technology- These is a mounted LCD projector, screen, and speakers where you can easily hook up your portable devices, such as a laptop.

If you need assistance with this technology or any additional audiovisual equipment, please contact Media Services.

**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 IT Services, Facility Services, Sodexo, or other departments are the responsibility of the reserving party.
3. Chairs and tables can be rearranged as needed for the event.
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 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 "Request and Event 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 IT Services, Facility Services, Sodexo, etc.

**Usage privileges may be revoked if these guidelines are not followed.**

**Thank you for your cooperation**