

Grad Grounds Quick Facts

Timeline:

- **Wednesday, February 28th at 1:30pm-** Application opens and is on a first-come-first-serve basis, there is no guarantee that you will get your first choice.
- **Monday March 5th at 4:30pm-** The application will close.
- **Friday, March 9th** - Receipt of confirmation emails sent out to groups with tentative location, paperwork and payment link.
- **Friday, April 6th by 4:30pm-** Last day to turn in all required documents (i.e., Facility Use Agreement, Certificate of Liability Insurance, Alcohol Responsibility Form, Catering Vendor Agreement).
- **Friday, April 27th** - Finalized site locations posted online.
- **Friday, May 25th at 12:00pm-** Groups can start setting up their Grad Ground.
- **Saturday, May 26th** -
 - Groups can start their celebration, once the Commencement Ceremony has concluded
 - Your Grad Ground **must end at 4:00pm that day**. Failure to do so will result in a \$150 fine for each graduate of the group, which will be applied to the graduate's account. Payment of the student account is required for receipt of transcripts and diploma.
 - All reception furnishings **must be removed by 6:00 pm on Saturday, May 26, 2018**. You will be provided with a clean reception site for your graduation social. You are required to return the site to its original state. Failure to do so will result in a \$150 fine for each graduate of the group, which will be applied to the graduate's account. Payment of the student account is required for receipt of transcripts and diploma.

Application Process:

- If applying for a Grad Ground, this is a contract between the graduate and Saint Mary's College. Therefore, the graduate must complete the paperwork, not a family member of the graduate.
- This is an undergraduate celebration **only**. Graduate Students are not eligible to have a Grad Ground.
- Once the application has been submitted, you will not be allowed to change your site preferences nor add people to your group.
- Be sure to take a look at the site location photos online or in-person before selecting a location.
- Following the Lasallian values of Saint Mary's site locations are on a first come first serve basis, no special priorities will be given to school donors.

- You can only apply for one group. If a graduate is found in multiple group applications they will remain a part of the group whose application was submitted first.
- The graduate needs to decide whether or not they want to apply as an individual or in a group (no more than 6 people per group)
 - GROUPS ONLY: If you are applying with a group, assign one person to be the group contact. This person will be responsible for submitting the application, collecting all fees, and submitting all the paperwork.
- The online application will be available on February 28 at 1:30 pm and close on March 5 at 4:30 pm.
- Individuals and groups will receive an application confirmation email by March 9.
 - In this confirmation email are the fillable PDFs for all required paperwork and the link to the online payment form.
 - i.e., Facility Use Agreement, Certificate of Liability Insurance, Alcohol Responsibility Form, and Catering Vendor Agreement (if applicable). ALL forms need to be filled out, electronically signed, and emailed to gradgrounds@stmarys-ca.edu. Physical copies of the forms will not be accepted.
 - Reservations are NOT CONFIRMED until all paperwork and fees have been submitted.
- The final day to submit complete documents and fees is April 6 by 4:30pm. If you miss the deadline, your reservation will be forfeited.

Site Assignments:

- Reception sites are not guaranteed until the following documents are electronically signed and submitted with site fees:
 - Facility Use Agreement
 - Certificate of Liability Insurance
 - Alcohol Responsibility Form
 - Catering Vendor Agreement (if applicable)
- The application takes the graduate's top 3 choices but they are not guaranteed; we will do our best to accommodate.
- Final assignments will be posted online no later than April 27, 2018.

Site Fees:

- **\$125-\$200:** per GRADUATE based on plot location
- **\$50:** for on-site catering vendor per GROUP
- **\$100:** Is the rate for a one-day insurance policy arranged through the college. Each group is required to provide the College with a certificate of Insurance naming Saint Mary's College as additionally insured for \$1,000,000.00. The rate for a one-day policy arranged by the college is \$100.00 per reception group.

- NO REFUNDS

How to pay for your Grad Ground:

- All payments must be submitted online via credit card or eCheck (not through GaelXpress); no cash or physical checks will be accepted. The online payment link will be provided in the confirmation email sent out to group leaders on March 9.
- ALL fees must be submitted with one payment, this includes:
 - Site fees (Cost depends on what location you are assigned and how many people are in your group)
 - Certificate of Liability Insurance (\$100 per group)
 - Catering Vendor Fee (\$50 per group)
- All fees are due by April 6 before 4:30pm.
 - No late fees and paperwork will be accepted. If you do not submit all required paperwork and fees on-time, your reservation will be forfeited.
 - NO REFUNDS

Location:

- Each location is limited to a designated number of reception sites.
- Each site has an established maximum number of guests that can be accommodated. Group sites max out at 6 graduates. Each graduate is provided an approximate 25'x25' space and is allowed a maximum 15 guests per graduate.
- If you are an individual or small group, and your site has not reach capacity, you may have to share your plot with another graduate.

Caterers/Vendors:

- You are responsible for finding your own caterer, canopies, and furniture. Saint Mary's does not provide/coordinate any of this.
- Only one caterer may stay on site and cook / serve food. If multiple caterers are contracted with only food drop offs are acceptable.