Post Commencement Reception Guidelines & Important Dates

The guidelines are provided to help assist you with planning a successful and memorable post-commencement ceremony reception. Please read them carefully.

The College provides you with the physical reception site and a set of guidelines for the use of said site.

Group Size Guidelines
- Each reception site is limited to a designated number of graduates. See Site Locations for the max numbers for each location. For example, if a site location has 30 max guests, this means there is space for 2 graduates with 15 guests each (not including the graduate).
- Each designated reception site has a maximum number of 15 guests per graduate that can be accommodated in the space provided.
- Multiple parties are often assigned to the same reception site and the leaders of each party are responsible for coordinating how the site will be shared.

Policies
All graduates hosting post-ceremony receptions on Saturday, May 21, 2016 at Saint Mary’s College of California are held responsible for following all of the conditions outlined in your signed Facility Use Agreement, Alcohol Responsibility Form and Catering Vendor Agreement.

The following guidelines and procedures must also be followed in addition to those stated in the Facility Use Agreement:

- Set up for your reception cannot begin prior to 12:00 Noon on Friday, May 20, 2016. The College cannot guarantee the security of your reception site and/or any items (i.e., canopies, barbecues, tables, chairs, etc.) left on your site.
- Receptions cannot begin prior to the official conclusion of the Commencement Ceremony on Saturday, May 21, 2016, and must end by 4:00 pm 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 21, 2016. 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.
- You are solely responsible for the contracting of vendors and/or caterers, reception provisions, site set-up, reception management and cleaning up your site. The College does not endorse or recommend any particular catering service and/or rental company.
- All reception furnishings (i.e., canopies, tables, buffet tables, etc.) must be chosen carefully to fit within the confines of the space allotted to your reception.
a) The College does not provide reception furnishings. **Do not** remove any College equipment and/or furnishings from one campus area to another.

b) If you are assigned an area with existing tables, BBQ equipment, chairs and/or other amenities, you are to divide them according to the number of groups assigned to that specific reception site. Please be considerate of each other.

c) Only open canopies (no enclosed tents) are to be used. If you are part of a large graduation group (i.e. 12 graduates) and are planning on having a canopy larger than 20' X 20' on your reception site, you must procure the proper permit from the Moraga Fire Department or your vendor. **Canopies MAY NOT be spiked into the ground, you must use water to hold them up!** Groups failing to do so will be asked to take the incorrectly secured canopy down immediately. 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.**

You are responsible for adhering to California state law and College policy concerning the consumption, use and provision of alcohol to guests (and non-guests who stop by) at your graduation reception. No common-source of alcohol is permitted, including but not limited to party balls, beer bongs, kegs, cocktail machines, beer pong tables and ice sluices. Common-source of alcohol is also defined as a quantity of alcohol more than can be responsibly consumed by an individual. No hard alcohol is allowed. Only wine, beer and champagne may be served and consumed. **NOTE: No beer pong tables and no ice luges are allowed on campus premises during post-graduation receptions, regardless of how they are used. Violation of the terms in the Alcohol Responsibility Form Addendum will result in immediate closure of the reception site and a $250.00 fine per graduate and will be applied to the student account. Payment of the student account is required for receipt of transcripts and diploma.**

- Do not add additional graduates to your reception group without prior written clearance from the Conference Services office. Please be aware that the space you are assigned for your reception is largely decided by your original reception site request that takes into consideration the number of graduates in your group. The addition of another graduate also implies the addition of their guests and this could cramp the space you were originally allotted.
- If you are coordinating a reception site for a number of your classmates, please be considerate of their needs and ability to participate in this reception as it is their celebration as well. Try to keep the celebration modest and the price reasonable.
- You must plan your reception for the space you have been allotted through Conference Services. You may not negotiate or enact a site change without the express written permission of the Conference Services office. If you have the consent of another group to consider a relocation of your reception site (a trading of), you must both make a formal written request through Meetings, Events, and Conference Services.
Important Dates

March 3, 2016
Applications are available online. Groups should select the designated group contact before applying.

March 9, 2016
Application for post-commencement reception site closes at 4:30 pm.

March 16, 2016
Meetings, Events, & Conference Services will send reservation confirmations and will provide the link to all required documents. Site locations are not confirmed until all paperwork is complete and site fees are paid.

April 15, 2016
Final day to submit completed paperwork and fees. This includes the Facility Use Agreement, Certificate of Liability Insurance, Alcohol Insurance Form and Catering Vendor Agreement. Due by 4:00 pm.

May 1, 2016
Groups will receive site location assignments via email and a link for all site assignments that will be available online by 4:00 pm.

May 21, 2016
Undergraduate Commencement