



**Bishop Garcia Diego High School
Alumni Reunions
Operations and Questions**



- 1. Are there areas on the Bishop campus available to use for class reunions?**
The outside patio near the football field is available for BBQ and informal events. The main gymnasium is available for dinner/dance and formal events. A detail plan of your reunion including dates and first arrival and last departure time for set and clean up will be required for approval of either area.
- 2. Is it possible to have keys to campus facilities?**
Unfortunately, we are unable to provide a key to the reunion coordinator. For access to certain areas of school, please make arrangements with Stacey Carr, Director of Alumni Relations & Special Events.
- 3. Do we need a liquor license?**
Subject to interpretation, usually not unless you are charging admission – in that case we suggest you check in with the ABC to get details.
- 4. Do we need to bring barbecue utensils and material to start the fire?**
You do have use of the barbecue and will need to bring your own fire starting materials, cooking fuel and cooking utensils. You may bring charcoal or wood, but please be sure the fire is out before you depart. Check for embers and there is water available at the spigot – there is a hose across from the barbecues in the driveway area. Please leave the barbecue grill and area in respectable and usable condition.
* The kitchen prep area is not currently available for BBQ use.
- 5. Do we need table cloths or plastic for the picnic tables?**
It is a good idea to have disposable table coverings or to allot time to clean off the table tops as other groups do use that area. The tables are hosed off each Monday, but there is no guarantee of their condition on the weekend.
- 6. For clean up, do we need to bring trash bags, etc?**
Yes, please be sure to bring trash bags (32 gallon) and any other cleaning items that may be needed. Please monitor your area for pick up and empty the trash in the dumpster outside the back parking lot entry area.

7. If renting a bounce house or other entertainment rentals, do you require proof of insurance from the vendor for your files?

Proof of liability insurance is necessary. However, the coordinator of the reunion is responsible for signing any waivers required by the rental company. Bishop Diego High School is not responsible for any damages, etc.

Also, will it be clear to us where to set up?

The lawn (football field) would be the best area to set up a bounce house. Depending on what other entertainment rentals you are considering, please check with the school prior to arranging rental. There are electrical outlets under the softball scoreboard and most everyone that brings a bounce house uses that area.

Delivery of Equipment

Bounce house delivery should be arranged through the back parking lot for drop off and pick up. Vehicles are not permitted to drive on the field grass.

8. Power outlets? Are they accessible if we wanted to bring music?

Outside Patio Area

- Outlets are at the softball scoreboard
- At the end of barbecue island
- At the top of the cement round column, the one closest to the barbecue,
- On the wall with the mural, across the patio.

We ask that you keep the volume reasonable with regards to other groups who may be on campus and then out of respect for the neighbors as well.

Gymnasium

- Throughout the gymnasium.

9. Will the back parking lot and inner gate be open so our guests can park, and also for drop off access for the bounce house and food?

Yes, please be sure to confirm your arrival time regarding when you first need access. The inner gate can be opened, but only for food delivery and not for parking. There are a few stairs to go up on the lawn. Carts are available to transport materials.

10. Which restrooms are available?

You would have access to the bathrooms in the 400 block of the school – these are directly across from the barbecue area. If you have contracted use of the gym, the gym restroom would then be available.

11. Is there a phone number to contact anyone for any power, bbq, gate issues, just in case?

Yes, either Stacey Carr Director of Alumni Relations & Special Events at 805.252.3621, Carolyn Taylor School Secretary at 805.452.3148 or Father Tom Principal at 805. 570.0003.

12. Do you have round tables, chairs and linens?

It is our suggestion that if you want linens, you purchase the disposable ones or rent them. Yes, we have tables and chairs available for use in the gym for a formal dinner. Outside events use the patio furniture.

13. Campus Tour?

Yes, we can provide a campus tour which would consist of the following:

1. Wall mural and stage for lunch activities
2. BDTV
3. Computer Lab
4. Administration Building
5. Library
6. Chapel
7. Alumni Office
8. Art room & Art patio
9. Peace Garden
10. Practice Gym
11. Trainer Room, Boy's locker room, Main Gym, Girl's locker room
12. Weight Room
13. School Courtyard
14. Bell Tower

Notes:

- We would appreciate it if you could provide us with updated email and address information for the Alumni with whom you are in contact. We would like to add them or update them, in our database and be sure that they receive the Alumni Newsletter – the Cardinal CatchUp along with invitations for upcoming events.
- We would enjoy it if you would share some photos of your reunion and a brief message about it – Please see the most current Cardinal CatchUp to use as an example.
- For more information, please contact:
Bishop Garcia Diego High School
Stacey L. Carr
Director of Alumni Relations & Special Events
4000 La Colina Road - Santa Barbara, Ca 93110
805.967.1266 ext 105
scarr@bishopdiego.org