

## **BIO Dome Event Reservation** ***House Rules and Guidelines***

### **Bio Dome Usage**

- The Bio Dome and its facilities is available for use by all Delaware Bio staff and members.
- Official hours of operation are from 8:30 am to 5 pm, Monday through Thursday and 8:30 am to 3 pm on Friday, excluding holidays.
- Advance reservation is required for bookings of meetings and group functions, go to [biodome@delawarebio.org](mailto:biodome@delawarebio.org).
- Delaware Bio requests that all Bio Dome visitors show consideration to all staff and guests by observing appropriate noise levels around discussions and sharing space during operating hours. It is advised that the door of the meeting space be closed while the event is taking place.

### **Conferences & Seminars**

- The Bio Dome Kitchen/Main Conference Room may be booked for membership events by contacting the Delaware Bio team at [biodome@delawarebio.org](mailto:biodome@delawarebio.org). A staff member will contact you for scheduling and details of the event; please make sure to leave your contact information within the email request.
- ***Please be aware that although the Bio Dome may be used by Delaware Bio members for events, it is not a traditional event venue.***
  - You must provide the attendees of your event with your own point of contact information. Please do not use Delaware Bio as the point of contact.
- The Bio Dome Kitchen/Main Conference Room can be set up in various ways. *Please see "Room Setup" attachment.*
  - If you are serving food or refreshments during the event, you are responsible for coordinating the catering. There are catering options nearby, such as: Panera Bread, Shoprite Kitchen Catering and Grotto Pizza. Also, there are several menus of local caterers in the kitchen drawer closest to the fridge.
  - Groups larger than 6 people are responsible for providing their own food and beverages.
- We do have high speed internet, 55" projection monitor, whiteboards and a polycom phone available upon request, however we do not have A/V support on-site.
- Once the event has ended, you are responsible for leaving the room in the condition you found it, including returning tables, chairs, whiteboard and TV to their original position.