Day of Event Guidelines

Thank you for choosing to hold your event at George Mason University – Mason Square, and we’re looking forward to making it a success! Please take a minute to review these guidelines to ensure all space guidelines are followed and your event runs smoothly.

The following are prohibited in event spaces:

- Thumbtacks, Scotch tape, duct tape, or any other strong adhesive, on any surface including floors. (Painter’s tape may be used)
- Food or drink besides water (auditorium only).
- Open flames
- Animals except service animals
- Smoking, e-cigarettes, vaping, or illegal drugs
- Glitter (use of glitter will automatically elicit an extra cleaning fee)

- No postings are allowed outside of the reserved event space, including elevator lobbies and entrances, without prior approval from Mason Square Administration.
- All materials must be cleaned up/removed completely when event ends. Any damage to the space or need for excess cleaning caused by the client will be billed directly to their organization.
- Client is not permitted to alter lobbies, hallways, or other non-event spaces in any way – i.e. removing or relocating plants, art, installations, or fixtures in the space.
- Attendees must not stand on furniture – including chairs and/or tables.
- If classroom furniture arrangement is altered in any way, the client must return the room to the original configuration at the conclusion of their event.
- Furniture must not be moved to positions that are a safety hazard (i.e. blocking a door or fire exit).
- Event and building patrons must follow all fire safety guidelines as outlined in the Campus Fire Safety Plan. Failure to do so could result in fines or an event cancellation.
- Events Management does not provide linens for food and beverage; any linens must be requested through the client’s approved caterer of choice or a third party.
- Clients are responsible for ensuring all catering residuals are cleaned up and discarded when using a caterer other than Sodexo.
- Events management will not be able to assist with any catering needs during your event.
- Clients may only use the event space assigned to them.
- Clients must approve the layouts and estimates sent to them by their assigned events manager in advance of the event.
- Clients are responsible for event materials, including printing, and providing and running their own presentations.
- Please respect our event staff as they work with you on the day of your event. Our staff are here to support, but not run, your event.

George Mason University Mason Square • Office of Events Management
3351 Fairfax Drive • Arlington, VA 22201 • arlevent@gmu.edu • (703) 993-2095