General Information for Reserving Events: Internal and Jointly Organized Events

By requesting space at the Mason Square, you agree that you have read and understand the following policies and procedures regarding the event scheduling process. Please keep a copy of your request and subsequent confirmation for your records.

Contact Info:
Office of Events Management
George Mason University – Mason Square
Van Metre Hall, Suite 220
3351 Fairfax Drive, Arlington, VA 22201

Mail Stop Number: 5A7
Building Hours:
Van Metre Hall – 7:00am – 11:00pm, 7 days a week

Event Definition and Classification
An Event is a meeting, conference, presentation, gathering, or other activity in any location on George Mason University's Campuses, excluding academic classes and routine internal department activities.

Events organized by internal clients will be categorized as internal. Events organized by internal clients in collaboration with an external organization will be categorized as jointly organized.

Internal
An internal event is defined as an event organized by a university office, department, or registered student organization for the benefit of university employees, students, or prospective students. This includes fundraisers by recognized student organizations on Mason property.

Example: “SCHAR Master’s Student Open-House”
Audience: Prospective Students
Organized By: Admissions – SCHAR School
Outside Organization Participation? No

Jointly Organized
A jointly organized event involves two or more entities: a university department, office, unit, or division (University sponsor) working in collaboration with an external organization.

The following are required in order for an event to be categorized as jointly organized:

- The event must be related to the mission and goals of the university department, as well as the educational mission of George Mason University as a whole.
- The event must be approved by the department’s chair, school’s dean, or other university designated official.
- The university client must complete a discount request form, obtain the appropriate signatures, and return it to arlevent@gmu.edu to receive approval or full external rates will be applied.
- The university client must assume all financial responsibility and ensure that all university and other vendors are paid for their services. A university org. code is required to reserve a jointly organized event.
The university client is responsible for ensuring the Mason name and any branded promotional items distributed by the external partner are utilized according to Mason branding requirements.

Example: “After Virginia Votes”

- Audience: Public
- Organized By: SCHAR School in collaboration with Virginia Public Access Project
- Outside Organization Participation? Yes

Certificate of Insurance: All organizations/users who organize or host events on campus, even when collaborating with the University, must be insured for liability. Users must provide evidence of such coverage (certificate of insurance) to the Office of Events Management no less than a week prior to the event start. If you are partnering with an organization which is not insured, they can purchase event insurance here: https://tulip.ajgrms.com/

Accommodations Overview
Spaces in Van Metre Hall can be divided into two categories: event spaces and classrooms. Our two main event spaces are the auditorium and the multipurpose room. The auditorium features fixed, tiered seating for up to 300 people, while the highly adaptable multipurpose room can seat up to 440 people.

We have a wide variety of classrooms available for groups of between 16 to 70 people, which can also function as breakout rooms for large events.

The availability of classrooms depends on the academic calendar. Classroom reservations for before 4:00 pm may not be made until the registrar has released the initial class schedule for the corresponding semester. Reservations for after 4:00 pm may not be made until the last day to add classes for the corresponding semester has passed.

The plaza in front of Van Metre Hall is available to reserve, although due to the plaza’s proximity to the Law School, Library, and Virginia Square, requests will be considered on a case-by-case basis. Van Metre Hall also has two conference rooms, one of which seats 6, and another that seats 30.

Other Mason Square Buildings: The Hazel Hall Café is available to reserve on a case-by-case basis. There is no additional setup or AV available in this space besides the pre-set tables and chairs. Contact Events Management for more information on reserving this space. Any other spaces in Hazel Hall or Vernon Smith Hall are assigned by the corresponding departments.

Requesting Space
- Internal requests for classrooms require at least 5 business days’ notice.
- Any event that occurs in a major event space (multi-purpose room and auditorium) requires at least 30 days’ notice.
- Requests for use of the plaza must be made at least 60 days in advance.
- Any event that requires the installation of software requires at least 14 business days’ notice.
- Internal event space requests can be made up to three years in advance

Internal event requests are made through the 25Live scheduling system. The event request form and calendar are available at http://25live.gmu.edu. To gain access to 25Live, faculty and staff must request a new user account and attend a training session. Please contact arlevent@gmu.edu for registration information. A University org. code is required to confirm all reservations. Do not advertise for your event without written confirmation of your reservation from the Office of Events Management.

In order to request space for a jointly organized event, a Mason representative with 25Live access must make a request in 25Live and indicate in the form that they are partnering with an external organization. After the request has been processed, the Mason representative must complete and return a jointly organized event request form. This form ensures the dean of the school or VP of the department is aware of the event being held on their behalf.
Finally, the Office of Events Management will provide the partner organization with an event agreement which must be signed and returned with a certificate of insurance.

**Event Support Services**
Events Management can provide tables and chairs for your event in a variety of configurations depending on your needs. From modern, comfortable VIP chairs to high top tables and uplighting for an evening gala, we have everything needed to make your event exceptional. In addition to our event spaces, furniture can also be delivered outside of classrooms.

Our event spaces are also furnished with state-of-the-art audiovisual systems and equipment. During your event, our team of event assistants will be present to handle all of your AV needs including sound, presentations, and video/audio recording.

For a full list of resources and technology available, please see the rate sheets on our website or inquire with the Events Management team.

Classroom Technologies supports all audio-visual requests in classroom spaces on the Mason Square campus. Please call (703) 993-8226 or email arlclass@gmu.edu for classroom-specific requests.

**Billing**
Charges for internal and jointly organized events will be billed to the org. code provided during the reservation process. We do not accept cash or money orders. Services such as catering and parking are organized as a separate bill from the corresponding department.

During the planning process, an estimated invoice will be sent to the point of contact for the event listed on the initial event request form. A final invoice will be sent within one month of the completion of the event.

Full payment is due within 30 days of billing.

Jointly organized events receive a discount from the standard external rates. Please see the rate sheets on our website for a full list of rates.

**Cancellation Policy**
Should you cancel within 14 days of the event date, you will be charged for all staffing fees associated with your event.

For information on the university’s scheduling policies, see University Policy 1103.