



Office of Events Management

George Mason University – Arlington

3351 Fairfax Drive, Arlington VA 22201

Phone: 703-993-2095

<http://events.gmu.edu/arlington-campus/>

Meeting & Event Space

George Mason University-Arlington is home to several locations including Founders Hall, completed in January 2011. Within Founders Hall are two, large event spaces – the Auditorium and the Multi-Purpose Room. The Auditorium can seat up to 300 people and the multipurpose room can seat up to 400 people. Classroom spaces can be used as breakout rooms for large events or can be reserved independently for meetings and trainings. Space priority is given to Mason groups with the ability to provide space for the general public during the academic year. Cost estimates can be provided upon request.

Building Hours

Main venues for events are hosted in Founders Hall. The building hours are Monday - Sunday: 7:00 am - 11:00 pm. The George Mason University-Arlington Office of Events Management is open Monday – Friday: 9 am – 5 pm. Site tours are by appointment only.

Event Support Services

Events Management can provide tables and chairs for your event in a variety of configurations depending on your needs. Our Multi-Purpose room can seat 400 people theater style or 250 people banquet style when the room is combined. The Auditorium can seat 300 people in a tiered fashion, with the capability to host a panel discussion on stage. Easels and pads can be provided upon request.

Catering Services

All groups hosting events on the GMU-Arlington campus must use Mason Catering (Sodexo) or another University Approved Caterer for your event. A list can be provided for you when requesting space. For more information on Mason Catering services, call the catering office at 703-993-3302 or visit [Approved Caterer List](#). GMU-Arlington Events Management does not provide linens or tablecloths.

Audio Visual Needs

Events Management can provide state-of-the-art in-room or portable audio-visual equipment for your event needs in the Multi-Purpose Room and Auditorium. Our techs can assist with all of your needs including presentations and panels. Classroom Technologies support the audio-visual equipment for an event held in classroom space only. Tech and Equipment fees may apply. All outside AV equipment must receive approval at least 30 days before use during an event.

Parking

Parking is available in Founders Hall at a rate of \$3 per hour with a daily maximum of \$15, Monday through Friday. After 5 pm on Fridays and all day Saturday and Sunday, there is a daily flat rate of \$8. Payment methods accepted are cash, Visa/Mastercard, and validations. For more information, call Parking Services at (703) 993-8146 or email arlpark@gmu.edu.

Reservation Forms for events

In order to host an event at GMU-Arlington, please email the Office of Events Management at arlevent@gmu.edu. The turnaround time for space requests is approximately three business days, depending on the complexity of your event. General event policies are also available on the Events Management website.

Event Agreements, Estimated Invoices, Cancellation, No Show, Setup Change and Damage Fees

If you have a current reservation and need to cancel or change your request, an event manager will work with you to accommodate your request. An estimated invoice will be provided to you by the Events Management staff. Events require a signed estimated invoice and may require a 20% non-refundable deposit before the event can be confirmed.

For questions, please contact us at (703) 993-2095 or arlevent@gmu.edu