George Mason University’s Arlington Campus welcomes academic departments, businesses, government agencies, community, and non-profit organizations to host events at our spacious, modern facility. We have the right mix of staff, equipment, space, and catering services to meet your event needs. The facility includes:

- 5,000+ square-foot ballroom, which can be divided into two distinct event spaces
- 300-seat auditorium and adjacent art gallery
- Breakout rooms and classrooms for smaller groups

Our attention to detail and customer service will ensure your attendees enjoy a high-quality experience.

### External Client Rental Fees (Per day)

Rates reflected are from July 1, 2022—June 30, 2023. Rates are subject to change based on availability.

<table>
<thead>
<tr>
<th>Rental Type</th>
<th>Full multipurpose room (including set-up fee and built-in AV: projectors, podium mic)</th>
<th>Full multipurpose room, no technology</th>
<th>1/2 multipurpose room (including set-up fee and built-in AV: projector, podium mic)</th>
<th>1/2 multipurpose room, no technology</th>
<th>Auditorium (including built-in AV: projectors, computer, podium mic)</th>
<th>Auditorium room, no technology</th>
<th>Art gallery setup fee</th>
<th>Classroom (including built-in classroom technology)</th>
<th>Classroom (room rental fee only)</th>
<th>Table delivery fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full multipurpose room (including set-up fee and built-in AV: projectors, podium mic)</td>
<td>$2,300</td>
<td>$1,900</td>
<td>$1,350</td>
<td>$950</td>
<td>$1,275</td>
<td>$1,050</td>
<td>$50</td>
<td>$575</td>
<td>$400</td>
<td>$15</td>
</tr>
</tbody>
</table>

### Additional Resources (Tech.)

- **Built-in AV**
  - Microphone, wired: $60
  - Microphone, handheld/lapel: $60
  - Laptop: $60
  - 55” Television/confidence monitor: $200
  - Recording video/audio (single shot): $125
  - Standalone audio package (includes one microphone, speaker, mixer): $250
  - Polycom and phone line (additional charge for long distance calls): $50
  - Portable Sound System (Bose, JBL Speaker): $50

- **Setup/changeover fee**: $175
- **Easel**: $7
- **Post-It pad**: $51
- **Stage (per piece)**: $80
- **VIP chair**: $55
- **Pipe and drape (per section)**: $50
- **Table skirt (6’ fitted)**: $6
- **Uplights (per light)**: $20
- **Stanchions (per pair)**: $20
- **Mixer**: $29
- **Audio output/ Mult Box**: $73

### Staffing Charges

- **Event staff (per hour—4 hour minimum)**: $30
- **Dedicated AV tech (per hour—2 hour min.)**: $50
- **Police officer (per hour—3 hour min.)**: $61.63
- **Housekeeping fee**: $200
- **Early building opening (6:00 am)**: $50.40

### Live Streaming & Virtual Events

- **Live streaming (per hour—2 hour min.)**: $50
- **Video/audio editing (per hour, estimate provided)**: $50
- **Additional camera shot (1 included)**: $150
- **Video package with basic editing**: $150
- **Virtual event production (Zoom Webinar, etc.)**: Contact

Parking is available in the Van Metre Hall Parking Garage at a rate of $3 per hour with a daily maximum of $15, Monday through Friday. A rate of $3 per hour with a daily flat rate of $8 on Saturday and Sunday. Payment methods accepted are cash, Visa/Mastercard, and validations. For more information, visit the Parking Services website, call Parking Services at (703) 993-8146, or email arlpark@gmu.edu.

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