George Mason University’s Arlington Campus welcomes academic departments, government agencies, businesses, 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 high-quality service and accommodations.

Internal Client Rental Fees

Rates reflected are from July 1, 2018—June 30, 2019. Rates are subject to change based on availability.

### Multipurpose Room

- Built-in AV Package (Podium, Podium Mic, Projector) $100.00
- Set-up fee $110.00

### Auditorium and Art Gallery

- Built-in AV Package (Podium, Podium Mic, Projector) $110.00
- Set-up fee $50.00

### Classroom/Breakout Room

- Table Delivery Fee $10.00

### Equipment Rental Fee (non-event space) $50.00

### Additional Resources (Technology)

- Laptop $27.50
- Wired Microphone $27.50
- Wireless Handheld/Lapel Microphone $38.50
- Mixer (24 channel) $22.00
- 55’ Television (portable) $200.00
- LCD Projector (portable) $27.50
- Recording Video (General Shot) $27.50
- Audio Output to External Recording Device $55.00
- Mult Box $55.00
- Portable Sound System (One speaker/mic) $25.00
- Polycom and phone line (Additional charge for long distance calls) $27.50

### Additional Resources

- Easel $5.00
- Post-it Pad $38.50
- Stage (per piece) $27.50
- VIP Chair $27.50
- Table Skirt (6ft fitted) $5.00
- Uplighting (per light) $10.00
- Stanchions (per pair) $10.00
- Pipe and Drape (per section) $16.50

### Staffing Charges

- Event Staff (per hour—4 hour minimum) $16.50
- Dedicated AV Tech (per hour—2 hour minimum) $40.00
- Police Officer (per hour—3 hour minimum) $44.00
- Housekeeping Fee $10.00
- Access to building (before 7am or after 11pm) $40.00

Parking is available in the Founders Hall Parking Garage 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, visit the Parking Services website, call Parking Services at (703) 993-8146, or email arlpark@gmu.edu.