



## **Welcome to Office of Events Management – Arlington!**

We strongly recommend that all users review the following information regarding the scheduling of events in Arlington. If you have any questions, please email [arlevent@gmu.edu](mailto:arlevent@gmu.edu) or call 703-993-2095.

### **Building Hours**

#### **Founders Hall and Hazel Hall Building Hours**

Monday – Sunday: 7:00 am – 11:00 pm

#### **Vernon Smith Hall Building Hours**

Monday – Friday: 8:00 am – 10:00 pm

Saturday/Sunday: 8:00 am – 6:00 pm

*\*An early open request can be made through the Arlington Events Management Office. There is an additional charge for this request.*

**The Events Management Office is open Monday through Friday from 9 am – 5 pm.**

Mailing Address:

Founders Hall 220

3351 Fairfax Drive, MSN 5A7

Arlington, VA 22201

### **Meeting & Event Space**

GMU-Arlington is home to several locations including Founders Hall. Within Founders Hall are two, large event spaces – the Auditorium and the Multi-Purpose Room. Both spaces can fit upwards of 250 to 300 people in each space. Classroom spaces can be used as breakout rooms for events. Space priority is given to GMU groups with the ability to provide space for the general public during the academic year. Approximate costs can be provided to clients upon request.

For a photos of Arlington Campus rooms available for meetings and event reservation, [PLEASE CLICK HERE](#)

The Founders Hall major event spaces – the Multi-Purpose Room and Auditorium – can be booked three years in advance for George Mason University faculty, staff, and students (internal users).

All non-Mason requests (external users) for major event spaces can be scheduled one year in advance.

Organizations that serve the Arlington community may reserve space at a discounted rate through the Arlington Affiliate User program, *offered through an agreement between Arlington*

County – administered by Arlington Economic Development (AED) – and George Mason University (Mason). To be considered for affiliate status for an event, not-for-profit, governmental, or other civic groups who serve the greater Arlington community must apply using the [following form](#).

## **Requesting Space**

By requesting space at the Arlington Campus, you agree that you have read and understand the procedures regarding the event scheduling process as outlined on this site. Please keep a copy of your request and subsequent confirmation for your records and bring them with you to your event.

### **Reservation Forms for events must be made in a timely manner:**

- Simple requests for classroom spaces made by a University faculty, staff, or student requires at least 3 business days' notice.
- External event requests for classroom spaces require at least 7 business days' notice.
- Any event that occurs in a major event space (Multi-Purpose Room, Auditorium, Plaza, etc) requires at least 10 business days' notice.
- Any event that requires the installation of software requires at least 14 business days' notice.

*\*Please note that if reservation deadlines are not met, GMU has the right to deny any AV support, equipment, or setup change*

#### Internal requests:

In order to request space for a meeting or event at the Arlington Campus, all University faculty, staff, and students must use the 25Live Scheduling system. The event request form and calendar is 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](mailto:arlevent@gmu.edu) for registration information.

#### External Requests:

The general public can request space via our [online form](#)

The current response time for all inquiries is 3 business days.

#### Classroom Space Reservation Note:

It is important to note that all Classroom requests (M-F) for space during Spring and Fall Terms, cannot be processed until after the late add period has passed for that term. Request for summer space will be processed as soon as permitted by Summer Term office (usually after the first week of April).

#### Other Arlington Campus Building Information

At this time, all event space reservations in Hazel Hall (Law school) are for Law school related activities. All event space reservations in the Vernon Smith Hall are for the School of Conflict Analysis and Resolution, ICES program, Arts Management, and Centers on the Public Service.

## **Event Billing**

Estimated Invoices are sent to the point of contact for the event listed on the initial event request form event during the planning process. A final invoice will be sent within one month of the completion of the event.

All external events are billed for space rental, audio-visual equipment, labor, and housekeeping by the Office of Events Management-Arlington. External events can be paid by company check or credit card (Visa, MC, Discover). The Office of Events Management does not accept cash or money orders. Services such as Catering and Parking are organized as a separate bill from the corresponding department.

All sponsored events are given a discounted rate for the services listed above. The Mason organization or department that is sponsoring the event must make all of the arrangements and attend the event in order to qualify for the discount.

All internal events are given a University subsidized discounted cost for the services listed above. Internal Mason events will be billed for labor, housekeeping, and any extra audio-visual needs as determined by the event manager or audio-visual manager. The Mason organization or department must pay for the event via internal org code only.

\*Additional services not listed above may be assessed to the client depending upon the request made to the event manager. Additional services will be discussed with the client prior to the processing of the final invoice.

Full payment is due within 30 days of billing.

## **Cancellation, No Show, Setup Change and Damage Fees**

If the Client informs The Office of Arlington Events Management less than 30 days of the Event's Start Date, George Mason University reserves the right to charge the Client 50% of the Client's Estimated Invoice and shall retain any deposit received. If the Client informs The Office of Arlington Events Management less than 15 days of the Event's Start Date, George Mason University reserves the right to charge the Client 75% of the Client's Estimated Invoice and shall retain any deposit received.

If the estimated invoice is not signed within 72 hours of the event, OEM reserves the right to cancel the event. The Client shall also be liable for any costs incurred by George Mason University in scheduling the Event.

For external clients, the signed event agreement AND 15% non-refundable deposit must be submitted to OEM before the event can confirmed. Cancellations of events must be submitted at

least 2 weeks prior to the actual date of the event to receive a refund (minus the deposit). “Late add” events include any events scheduled within two weeks before the date of the event. Late add events require an upfront total payment. There are no refunds for cancellations of these late add events.

## **Event Support Services**

Events Management-Arlington can provide tables and chairs for your event in a variety of configurations depending on your needs. Our Multi-Purpose room can seat up to 400 people theater style or 250 people banquet style when the room is combined. The Auditorium can fit 300 people in a tiered fashion, with the capability to host a panel discussion on stage. Easels and pads can be provided upon request. If an event requires special equipment, including a portable stage, high table tops for receptions, or directional signage, or linen/skirting for tables, a recommended vendor can be provided to you by the Events Management office.

**Taping of notices or signs to the doors of the classrooms or any of the doors leading to the exterior of the building are prohibited. Users will be responsible for any damages to walls/doors if tape is used.**

## **Catering**

All groups hosting events on the GMU-Arlington campus must use Mason Catering (Sodexo) or another University Approved Caterer (<http://shopmason.gmu.edu/catering/>) for your event. For more information on Mason Catering services, call the catering office at 703-993-3302 or email [catering@gmu.edu](mailto:catering@gmu.edu). Please note: GMU-Arlington Events Management does not provide linens or tablecloths.

If you are serving alcohol it must be provided by Sodexo or a University Approved Caterer that can acquire a liquor license for the event. A copy of the license must be provided to the Office of Events Management.

## **Audio Visual Production**

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, panels, and video recording. Tech and Equipment fees may apply.

Classroom Technologies supports all audio-visual requests in classroom spaces on the Arlington campus. Please call (703) 993-8226 or email [arlclass@gmu.edu](mailto:arlclass@gmu.edu) to request equipment. Tech and Equipment fees may apply.

Any outdoor events that require amplified sound of any level (bullhorn, microphone/speaker, full band, movie, etc) will need to be reviewed by the Office of Events Management. Due to the location of the Plaza area and its proximity to the Law School, Library, and Virginia Square,

coordination of services will need to be organized well in advance. Requests for outdoor amplified sound must be placed at least 30 business days in advance.

All external AV equipment must receive approval at least 30 days before use during an event.

## **Parking**

Parking is available in the Founders Hall Parking Garage at a rate of \$3 per hour with a daily maximum of \$14, Monday through Friday. After 5 pm on Fridays and all day Saturday and Sunday, there is a daily flat rate of \$7. Payment methods accepted are cash, Visa/Mastercard, and validations. For more information, visit the Parking Services website ([link](#)), call Parking Services at (703) 993-8146, or email [arlpark@gmu.edu](mailto:arlpark@gmu.edu).

## **Publicity**

There are several ways to publicize your event. The following media are available for your use:  
Publicity to students – Contact University Life (contact email)

Publicity to general public – Contact the Community and Local Government Relations Office at (contact email)

Publicity via Events Calendar – Contact University Information at (contact email)

Important Reminders

All classes take precedence over external events.

Only the person listed on the Event Reservation Form can make changes to any requests.

Account info: Internal Clients must provide a University Account /Organizational Code on the request form. Any additional costs such as Administrative fees, services or Classroom Technologies charges may be applied to this account. *Your request will not be processed without this information.*

You should not advertise for your event without written confirmation from the Office of Events Management.

If you are expecting a VIP to attend your event (high ranking government official, national celebrity, etc) please contact the Office of Events Management to make proper arrangements.

By requesting space at the Arlington Campus, you agree that you have read and understand the above policies and procedures regarding the event scheduling process. Please keep a copy of your request and subsequent confirmation for your records and bring them with you to your event.

For information on the university's scheduling policies, see [University Policy 1103](#).