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 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:**

- Requests for classroom spaces made by a University faculty, staff, or students requires at least 5 business days’ notice.
- External event requests for classroom spaces require at least 10 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. Please note at this time only requests from internal organizations will be considered.
- 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](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. In order to confirm reservations we require an org code.

**External Requests:**

The general public can request space via our Space Request Form (non-Mason). In order to confirm reservations we require a signed contract and 20% non-refundable deposit.

**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).

Do not advertise for your event without written confirmation of your reservation from the Office of Events Management.
Other Arlington Campus Building Information

At this time, all event space reservations in Hazel Hall 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 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, please speak with your Event Manager.

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.

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 will 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 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 60 business days in advance.

Parking

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 (https://arlington.gmu.edu/student-resources/parking/), call Parking Services at (703) 993-8146, or email arlpark@gmu.edu.
**Event Billing**

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.*

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, additional event resources, labor, and housekeeping by the Office of Events Management-Arlington. External events can be paid by company check or credit card (Visa or MasterCard). 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 events that involve a partnership between Mason and an external organization (also known as sponsored events) are given a discounted rate for the services listed above. The Mason organization or department that is the “sponsor” must make all of the arrangements and attend the event in order to qualify for the discount. External organizations, even when collaborating with the University, shall be required to enter into a formal contract (event agreement) with the University for use of space.

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 Policy Arlington Campus**

As more members of the George Mason University community look to the Arlington Campus to host their events, we find that there are times when units will place multiple holds on event space or forget to cancel a reservation if an event is cancelled. Units that determine that they no longer require reserved space must inform University Events that they can release the space as soon as possible so other members of the community may utilize the space for their events.

It is up to the Office of Events Management to approve reservations in the system - an academic unit or organization cannot transfer their reservation to another academic unit or organization.

Failure for any group to cancel a reservation, regardless of the classification of the event, will be charged a cancellation fee if the cancelation is not done in a timely manner.
External Clients:

George Mason University requires a signed event agreement AND 20% non-refundable deposit before the event can be 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.

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.

Internal/Sponsored Clients:

Internal/Sponsored Clients will receive an email reminder from the Arlington Campus Office of Events Management 6-8 weeks prior to the scheduled event. At that time an event manager/coordinator will be assigned to your event. After a walk-thru is conducted, an estimated invoice will be provided to you, outlining the costs associated with your event. Please note that any changes requested less than 2 business days to the Actual Event Start will incur an additional 15% Service Charge to the Final Bill.

Our current policy (as of February 2018) is if you cancel within two weeks of your event and are paying with an Internal Org Code, you will be charged for all staffing fees associated with your event. If your external partner is paying for the event directly, the cancellation guidelines for external clients described above will be followed. This policy is subject to change.

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 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.