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 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.

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.