Day of Event Guidelines

Thank you for choosing to hold your event at George Mason University - Arlington Campus, and we’re looking forward to making it a success! Please take a minute to review these guidelines to ensure all space guidelines are followed and your event runs smoothly.

The following are prohibited in event spaces:

- Thumbtacks, Scotch tape, duct tape, or any other strong adhesive, on any surface including floors. (Painter’s tape may be used)
- Food or drink besides water (auditorium only).
- Open flames
- Animals except service animals
- Smoking, e-cigarettes, vaping, or illegal drugs
- Glitter (use of glitter will automatically elicit an extra cleaning fee)

- No postings are allowed outside of the reserved event space, including elevator lobbies and entrances, without prior approval from Arlington Campus Administration.
- All materials must be cleaned up/removed completely when event ends. Any damage to the space or need for excess cleaning caused by the client will be billed directly to their organization.
- Client is not permitted to alter lobbies, hallways, or other non-event spaces in any way – i.e. removing or relocating plants, art, installations, or fixtures in the space.
- Attendees must not stand on furniture – including chairs and/or tables.
- If classroom furniture arrangement is altered in any way, the client must return the room to the original configuration at the conclusion of their event.
- Furniture must not be moved to positions that are a safety hazard (i.e. blocking a door or fire exit).
- Event and building patrons must follow all fire safety guidelines as outlined in the Campus Fire Safety Plan. Failure to do so could result in fines or an event cancellation.
- Events Management does not provide linens for food and beverage; any linens must be requested through the client’s approved caterer of choice or a third party.
- Clients are responsible for ensuring all catering residuals are cleaned up and discarded when using a caterer other than Sodexo.
- Events management will not be able to assist with any catering needs during your event.
- Clients may only use the event space assigned to them.
- Clients must approve the layouts and estimates sent to them by their assigned events manager in advance of the event.
- Clients are responsible for event materials, including printing, and providing and running their own presentations.
- Please respect our event staff as they work with you on the day of your event. Our staff are here to support, but not run, your event.