General Information for Reserving Events: External Events

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

Contact Info:
Office of Events Management
George Mason University - Arlington Campus
Van Metre Hall, Suite 220
3351 Fairfax Drive, Arlington, VA 22201
arlevent@gmu.edu
(703) 993-2095

Mail Stop Number: 5A7

Building Hours:
Van Metre Hall – 7:00am – 11:00pm, 7 days a week

Event Definition and Classification
An Event is a meeting, conference, presentation, gathering, or other activity in any location on George Mason University’s Campuses, excluding academic classes and routine internal department activities.

Events organized by clients outside of George Mason University will be categorized as external.

Accommodations Overview
Spaces in Van Metre Hall can be divided into two categories: event spaces and classrooms. Our two main event spaces are the auditorium and the multipurpose room. The auditorium features fixed, tiered seating for up to 300 people, while the highly adaptable multipurpose room can seat up to 440 people.

We have a wide variety of classrooms available for groups of between 16 to 70 people, which can also function as breakout rooms for large events.

The availability of classrooms depends on the academic calendar. Classroom reservations for before 4:00 pm may not be made until the registrar has released the initial class schedule for the corresponding semester. Reservations for after 4:00 pm may not be made until the last day to add classes for the corresponding semester has passed.

The plaza in front of Van Metre Hall is available to reserve, although due to the plaza’s proximity to the Law School, Library, and Virginia Square, requests will be considered on a case-by-case basis. Van Metre Hall also has two conference rooms, one of which seats 6, and another that seats 30.

Other Arlington Campus Buildings: The Hazel Hall Café is available to reserve on a case-by-case basis. There is no additional setup or AV available in this space besides the pre-set tables and chairs. Contact Events Management for more information on reserving this space. Any other spaces in Hazel Hall or Vernon Smith Hall are assigned by the corresponding departments.

Requesting Space
- External event requests for classroom spaces require at least 10 business days’ notice.
- Any event that occurs in a major event space (multipurpose room and auditorium) requires at least
Any event that requires the installation of software requires at least 14 business days’ notice.

Event space requests can be made up to a year in advance.

External clients can request space via our [Space Request Form (non-Mason)](http://www.gmu.edu). In order to confirm reservations, we require a signed contract, a certificate of insurance, and a 20% non-refundable deposit. Please do not advertise for your event without written confirmation of your reservation from the Office of Events Management.

**Event Support Services**

Events Management can provide tables and chairs for your event in a variety of configurations depending on your needs. From modern, comfortable VIP chairs to high top tables and uplighting for an evening gala, we have everything needed to make your event exceptional. In addition to our event spaces, furniture can also be delivered outside of classrooms.

Our event spaces are also furnished with state-of-the-art audiovisual systems and equipment. During your event, our team of event assistants will be present to handle all of your AV needs including sound, presentations, and video/audio recording.

For a full list of resources and technology available, please see the rate sheets on our website or inquire with the Events Management team.

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) for classroom-specific requests.

**Parking**

Parking is available in the Van Metre 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. Cash and card are both accepted. More information is available at [https://parking.gmu.edu/](https://parking.gmu.edu/)

**Billing**

All external events are billed for space rental, audiovisual equipment, additional event resources, labor, and housekeeping by the Office of Events Management. Company check or credit card are acceptable forms of payment. We do not accept cash or money orders. Services such as catering and parking are organized as a separate bill from the corresponding department.

Following the event space walkthrough, each client is provided with a cost estimate based on the event requirements which were agreed upon during the walkthrough. Any requests for resources made after the initial estimate is sent must be made via email or phone directly to your event manager and will be included in the final invoice. A final invoice will be sent within one month of the completion of the event.

Full payment is due within 30 days of billing.

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 [this form](http://www.gmu.edu) when making their initial reservation. Arlington Affiliate events must be approved on a case-by-case basis, and can only be made up to 3 months in advance.

**Cancellation Policy**

The George Mason University – Arlington Campus Office of Events Management ("Mason Arlington") requires a signed event agreement and 20% non-refundable deposit from the Client before the event can
confirmed. An estimated cost will be included within the event agreement.

If the Client cancels an event within 30 days of the event’s start date, Mason Arlington reserves the right to charge the Client 50% of the Client’s estimated cost and to retain any deposit received. If the Client cancels an event within 15 days of the event’s start date, Mason Arlington reserves the right to charge the Client 75% of the Client’s estimated cost and to retain any deposit received.

For information on the university’s scheduling policies, see University Policy 1103.