

Venue Fees

Good news! We are now waiving venue rental charges for student organization events during the academic year for some of our most popular venues on campus. These include Lisner Auditorium, Jack Morton Auditorium, Media and Public Affairs Building Lobby, City View Room and State Room. As always Marvin Center space will continue to have no venue rental fees. Other venue fees such as technology, equipment or security costs, will still apply at all venues.

In order to benefit from the waived event fee, the event must meet the following criteria:

- Event must be for and planned by the student organization who books the event.
- Events should be one-time events. Weekly, biweekly, or monthly events will not qualify for the rental fee waiver.
- For multi-day events, fees will only be waived for one day.
- Sponsored events as defined on the Events & Venues website would not be eligible.

Don't worry if you already booked space for the upcoming academic year! We will automatically apply this policy to all bookings that meet the criteria, starting with the Fall 2019 Semester. If you have additional questions check out our [website](#).

Single Sign On

We are making it as easy as possible to book spaces for student organizations. In the past, only authorized schedulers for each organization could book spaces. Now, all active members on the organization roster can reserve space through our [website](#) using their GW email address (NetID@gwu.edu) and password.

Booking Confirmation

Contracts will no longer be issued for student organization events in the Jack Morton Auditorium, City View Room, and State Room. Students will instead be provided with a Booking Confirmation and Estimate, to be signed by them and their Office for the Student Experience (OSE) Advisor. Terms & Conditions still apply to all events and are outlined in the [Student Organization Guidelines](#) on the Events & Venues website. Contracts will continue to be issued for Sponsored events.