

## GW Departmental User Guidelines

### How to Book Space

- All event requests need to be submitted through the online reservation system. Phone, email or paper forms cannot be accepted.
- Requests should include as much detail about the event and facility needs as possible.
- We cannot accept incomplete online requests.
- Online request forms with acronyms and abbreviations cannot be accepted.
- Submitting an online request for a space does not guarantee event or space approval.

### Authorized Schedulers

- Departments are allowed three authorized schedulers.
- To add or change a department scheduler, the Department Authorized Schedulers Request Form needs to be completed.
- All authorized schedulers may only use a personalized and unique George Washington University (GW) NetID. Generic office email accounts managed by multiple people may no longer be used in authorized scheduler accounts. This change is to ensure that only the permitted individuals are responding to all event space related inquires and emails.
- Authorized schedulers are not permitted to share their personal login information to allow a non-authorized individual to reserve space. If a department or student organization is found to be breaking this policy, then the account will be put on hold and they will not be able to reserve any space. Our office will notify the group of this hold and the authorized scheduler will need to contact Events & Venues to discuss this policy.
- Events & Venues utilizes the authorized scheduler as the primary point of contact in conversations related to approving and confirming the space request. Authorized schedulers should be equipped to provide basic information about the event purpose and facility needs, regardless of their role in planning and implementing the event.

### Booking Window

- Reservations for the Alumni House, City View Room & State Room and Jack Morton Auditorium need to be made at least 20 business days in advance.
- Reservations for major space in the Marvin Center and outdoor space need to be made at least 10 business days in advance.
- Reservations for meeting rooms in the Marvin Center need to be made at least three business days in advance.
- Reservations for ground floor study & meeting space in the Marvin Center can be made up to two weeks in advance, in a single two-hour increment per day.
- University departments/offices may book space in the Marvin Center during the academic year during the following times:
  - Monday through Friday 7:00 a.m. to 6:00 p.m.
- University departments/ offices may book space past 6:00 p.m. in the Marvin Center if the event is for GW students.

### Event Policies

- A member of the department needs to be present at all times during the event.

- All reservation timeframes should take into account the time required for rehearsal, client set-up/break down, catering arrival and cleanup, etc.
- Departments may not transfer space to other organizations or departments.
- Events & Venues reserves the right to place events in specific rooms based on the planned activity and how the space will be used.
- If the information provided in the original event request changes, Events & Venues has the right to reevaluate the event to add rental fees.
- Should reserved space not be returned in the manner in which it was received (i.e. the room should be in its original state, without damage and/or additional materials such as decorations, extreme amounts of papers, etc.), a housekeeping surcharge may apply.
- For all events where attendance will be controlled through ticketing or registration, the group must work with University Ticketing. University Ticketing can be contacted at 202-994-6800 or [gwticket@gwu.edu](mailto:gwticket@gwu.edu).

### **Terms and Conditions**

- The GW organization shall only use the licensed space for the event, during the date and time period specified. GW organization agrees that Licensed Space is sufficient for its purposes. GW organization acknowledges and agrees that representatives of the GW venue shall have unrestricted access to the Licensed Space at all times.
- The Confirmation Report includes a list of the equipment and furnishings GW venue will provide for the event. GW organization shall return all such items at the end of the event in the same condition as it received them. GW organization shall not make any alterations to the furnishings, equipment or licensed space. GW organization assumes all risks of loss or damage to the furnishings, equipment, or licensed space from any cause during the event. Any additional costs associated with equipment and furnishings, such as excessive cleaning costs, will be added to the Confirmation Report.
- The GW organization shall not be entitled to store items of personal property within the licensed space unless an exception is applied for in writing and granted by the GW venue in writing. If GW organization is permitted to store items, GW venue shall not be liable for loss of or damage to such stored items. The GW venue shall have no liability for any loss or damage to any personal property of the GW organization or any attendee at the event.
- The GW organization shall not assign, sublease or transfer any interest in the agreement or allow others to use the licensed space and/or equipment provided by the GW venue without GW venue's express written approval.
- The client's deposit, if any, shall be credited against the liquidated damage amount. All monies in excess of the schedule above that may have been paid through a deposit will be refunded.
- In compliance with the "Smoke-Free GW" policy, smoking is not permitted within any university owned and managed buildings as well as on university owned outdoor spaces. This includes any public space that abuts buildings in the Foggy Bottom campus that are used for academic, athletic, recreational, residential, and administrative purposes.
- The client must obtain the university's advance written approval for client to decorate the licensed space in any manner whatsoever. Client may not pin, tape or otherwise affix items to curtains, walls or set pieces. Candles and any other sources of open flame or heat are strictly prohibited without written permission. Confetti, glitter, sand, and similar materials are also prohibited. Client shall not erect any signs inside or outside the licensed space, except that one (1) sign may be placed outside of the licensed space and one (1) sign may be placed at the registration tables for the event if the registration is not inside the licensed space. If client

wishes to display any additional signage, client must receive express written approval from the university.

- The client shall not use any non-university service providers for the event without first receiving the university's written approval. If approved, the university will contract with the non-university service providers on behalf of client, for any service, equipment, furnishings, etc. provided by non-university service providers.
- The university may photograph the event for use by the university in university sponsored media and communications.
- If the GW organization is utilizing space in the Marvin Center, GW organization must use the University's exclusive caterer. If GW organization utilizing the MPA Building (Lower Level Lobby, Art Gallery Lobby), 1957 E St. NW (City View Room, State Room, Lobby) 1918 F St. NW (Alumni House) or outdoor space (University Yard, Kogan Plaza, Mid Campus Quad, Square 80, Anniversary Park or G Street Park), the GW organization may use an alternative contractor for catering services subject to the GW venue's prior written approval. The GW organization must provide a copy of the executed food/beverage/catering contract to the GW venue prior to the event date, along with a copy of the outside contractor's business license and certificate of liability insurance. Regardless of the selected venue, additional fees may be assessed for catered events depending on the quantity and type of food ordered. The time needed for catering set-up and breakdown must fall within the event time.

### **Department Events**

- A department event is a meeting, event, or series of meetings or events planned by a GW department and with more than 75 percent of attendees being current GW students, staff and faculty. No room rental fees apply.
- All GW courses/classes/certificates that are assigned a CRN should schedule their class needs through Academic Scheduling. All courses/classes/certificates not assigned a CRN looking to book classroom space in any Events & Venues space will be viewed as a sponsored event, and associated rental rates will apply.

### **Sponsored Events**

- A sponsored event is a meeting, event, or series of meetings or events planned by a GW department that are open to the public or have non-GW affiliated attendees. A sponsored event is also defined as a meeting, event, or series of meetings or events brought to campus by a GW organization or department (on behalf of or in conjunction with) a non-GW organization, contracted directly with GW, and coordinated by a GW office, department, or recognized student organization. When offices, departments and recognized student organizations host external (non-GW) organizations (regardless of profit, non-profit, or faculty/staff association with academic societies) for an event, space rental fees will apply.
- If you are hosting an external organization, it should be related to the mission of your department. You are choosing to host the event in accordance with the role(s) you have within an existing GW department. Responsibility for the event accrues to your organization as well as you.
- Sponsored events will be contacted by an Event Planner four weeks prior to the event date.

- Sponsored events working with a non-university client shall deliver a certificate of insurance as proof that client has in force insurance, which shall not be less than one million dollars (\$1,000,000.00) combined single limit liability.

### **Event Modification**

- **Alumni House, City View Room & State Room, Jack Morton Auditorium:**
  - Contact the Event Planner assigned to your event to request or change event set-up and/or audiovisual elements.
  - Requests or changes to space, date or time to any reservation need to be made by an authorized scheduler online through an Event Modification Form at least three business days prior to the event; otherwise, there is no guarantee the request can be accommodated. Phone, email or paper requests cannot be accepted.
  - Modification requests are subject to approval.
- **Marvin Center Meeting Space:**
  - Requests or changes to any reservation need to be made by an authorized scheduler online through an Event Modification Form at least three business days prior to the event; otherwise, there is no guarantee the request can be accommodated. Phone, email or paper requests cannot be accepted.
  - Modification requests are subject to approval.
- **Marvin Center Major Space, Outdoor Space and Sponsored Events:**
  - Contact the Event Planner assigned to your event to request or change event set-up and/or audiovisual elements.
  - Requests or changes to space, date or time to any reservation need to be made by an authorized scheduler online through an Event Modification Form at least three business days prior to the event; otherwise, there is no guarantee the request can be accommodated. Phone, email or paper requests cannot be accepted.
  - Modification requests are subject to approval.

### **Late Modifications**

- The item rental charge will be doubled for requests that are received and honored with less than three business days' notice.

### **Cancellation and No-Show Policy**

- Cancellation of a Marvin Center major space or outdoor space reservation must be made by an authorized scheduler through the Event Cancellation Form at least five business days prior to the event. Phone, email or paper requests will not be accepted.
- Cancellation of a Marvin Center meeting room reservation must be made by an authorized scheduler through the Event Cancellation Form at least three business days prior to the event. Phone, email or paper requests will not be accepted.
- The cancellation policy for events in Alumni House, City View Room, State Room and Jack Morton Auditorium is outlined in the contract.

- Sponsored event's cancellation policy is outlined in the contract.
- A no-show is any unannounced absence from a scheduled facility or any late cancellation of space.
- The no-show policy states that if a department or office fails to show up to a reserved space or cancel the space within the required amount of time, they will be responsible for the cost of the A/V equipment requested, as well as a room fee.

Please review the GW Departmental User Guidelines for Alumni House, City View Room & State Room, Jack Morton Auditorium and Marvin Center & Outdoor Space for additional information in regards to your requested event space.

## **Alumni House (1918 F Street) GW Departmental User Guidelines**

### **Booking Window**

- Reservations for the Alumni House need to be made at least 20 business days in advance.

### **Event Policies**

- Events held in Alumni House will be assigned an Event Planner.
- Venue rental rates apply for events held in the Alumni House. Please contact Events & Venues for more information.

### **Booking Confirmation**

- A booking confirmation and contract will be emailed to the online authorized scheduler who requested the space after each request has been reviewed. Both documents need to be signed and emailed back to Events & Venues within five business days.
- Failure to sign and return the booking confirmation and contract within five business days will result in an immediate release of space.
- Once the contract is countersigned and the event is confirmed, an Event Planner will be assigned to the event and will reach out to the event point of contact four weeks prior to the event.

### **Event Modification**

- Contact the Event Planner assigned to your event to request or change event set-up and/or audiovisual elements.
- Requests or changes to space, date or time to any reservation need to be made by an authorized scheduler online through an Event Modification Form at least three business days prior to the event; otherwise, there is no guarantee the request can be accommodated. Phone, email or paper requests cannot be accepted.
- Modification requests are subject to approval.

### **Cancellation and No-Show Policy**

- Cancellation fees may be applied, as outlined in the contract.
- There will be no refunds for no-shows.

## **City View Room & State Room (1957 E Street) GW Departmental User Guidelines**

### **Booking Window**

- Reservations for the City View Room and State Room need to be made at least 20 business days in advance.

### **Event Policies**

- Events held in the City View Room and State Room will be assigned an Event Planner.
- Venue rental rates apply for events held in the City View Room and State Room. Please contact Events & Venues for more information.

### **Booking Confirmation**

- A booking confirmation and contract will be emailed to the online authorized scheduler who requested the space after each request has been reviewed. Both documents need to be signed and emailed back to Events & Venues within five business days.
- Failure to sign and return the booking confirmation and contract within five business days will result in an immediate release of space.
- Once the contract is countersigned and the event is confirmed, an Event Planner will be assigned to the event and will reach out to the event point of contact four weeks prior to the event.

### **Event Modification**

- Contact the Event Planner assigned to your event to request or change event set-up and/or audiovisual elements.
- Requests or changes to space, date or time to any reservation need to be made by an authorized scheduler online through an Event Modification Form at least three business days prior to the event; otherwise, there is no guarantee the request can be accommodated. Phone, email or paper requests cannot be accepted.
- Modification requests are subject to approval.

### **Cancellation and No-Show Policy**

- Cancellation fees may be applied, as outlined in the contract.
- There will be no refunds for no-shows.

## **Jack Morton Auditorium (Media and Public Affairs) GW Departmental User Guidelines**

### **Booking Window**

- Reservations for the Jack Morton Auditorium need to be made at least 20 business days in advance.

### **Event Policies**

- Events held in the Jack Morton Auditorium will be assigned an Event Planner.
- Venue rental rates apply for events held in the Jack Morton Auditorium. Please contact Events & Venues for more information.

### **Booking Confirmation**

- A booking confirmation and contract will be emailed to the online authorized scheduler who requested the space after each request has been reviewed. Both documents need to be signed and emailed back to Events & Venues within five business days.
- Failure to sign and return the booking confirmation and contract within five business days will result in an immediate release of space.
- Once the contract is countersigned and the event is confirmed, an Event Planner will be assigned to the event and will reach out to the event point of contact four weeks prior to the event.

### **Event Modification**

- Contact the Event Planner assigned to your event to request or change event set-up and/or audiovisual elements.
- Requests or changes to space, date or time to any reservation need to be made by an authorized scheduler online through an Event Modification Form at least three business days prior to the event; otherwise, there is no guarantee the request can be accommodated. Phone, email or paper requests cannot be accepted.
- Modification requests are subject to approval.

### **Cancellation and No-Show Policy**

- Cancellation fees may be applied, as outlined in the contract.
- There will be no refunds for no-shows.



## **Marvin Center & Outdoor Space GW Departmental User Guidelines**

### **Booking Window**

- Reservations for major space in the Marvin Center and outdoor space need to be made at least 10 business days in advance.
- Reservations for meeting rooms in the Marvin Center need to be made at least three business days in advance.
- Reservations for ground floor study & meeting space in the Marvin Center can be made up to two weeks in advance, in a single two-hour increment per day.
- University departments/offices may book space in the Marvin Center during the academic year during the following times:
  - Monday through Friday 7:00 a.m. to 6:00 p.m.
- University departments/offices may book space past 6:00 p.m. in the Marvin Center if the event is for George Washington University (GW) students.

### **Event Policies**

- All outdoor events requesting sound need to complete a Sound Request Form online prior to event approval. Submitting a Sound Request Form does not guarantee sound approval. Phone, email or paper forms cannot be accepted.
- During the Academic Year, amplified sound will only be considered Friday, 4:00 p.m. - 9:00 p.m.; Saturday, 12:00 p.m. - 7:00 p.m.; and Sunday, 12:00 p.m. - 5:00 p.m. Outdoor sound will not be permitted during University designated reading days through exam periods.
- All Marvin Center A/V equipment used outdoors requires the use of a Marvin Center technician for \$20.00/hour with a four hour service minimum.
- Grounds labor is required for all food related and/or excessive disposal needs after 4:00 p.m. on weekdays and anytime during weekends and holidays with a four hour service minimum.

### **Booking Confirmation**

- A booking confirmation will be emailed to the online authorized scheduler who requested the space after each request has been reviewed. The booking confirmation needs to be signed and emailed back to Events & Venues within two business days.
- Failure to sign and return the booking confirmation within two business days will result in an immediate release of space.

### **Event Modification**

- **Marvin Center Meeting Space:**
  - Requests or changes to any reservation need to be made by an authorized scheduler online through an Event Modification Form at least three business days prior to the event; otherwise, there is no guarantee the request can be accommodated. Phone, email or paper requests cannot be accepted.
  - Modification requests are subject to approval.
- **Marvin Center Major Space, Outdoor Space and Sponsored Events:**
  - Contact the Event Planner assigned to your event to request or change event set-up and/or audiovisual elements.

- Requests or changes to space, date or time to any reservation need to be made by an authorized scheduler online through an Event Modification Form at least three business days prior to the event; otherwise, there is no guarantee the request can be accommodated. Phone, email or paper requests cannot be accepted.
- Modification requests are subject to approval.

### **Cancellation and No-Show Policy**

- Cancellation of a Marvin Center major space or outdoor space reservation needs to be made by an authorized scheduler through the Event Cancellation Form at least five business days prior to the event. Phone, email or paper requests cannot be accepted.
- Cancellation of a Marvin Center meeting room reservation needs to be made by an authorized scheduler through the Event Cancellation Form at least three business days prior to the event. Phone, email or paper requests cannot be accepted.
- Weather call for events in outdoor space is to be made by 10:00 a.m. the business day before the event. For events on a Monday, call time is by 10:00 a.m. the previous Friday. Any calls made after this time, with grounds labor requested, will be charged the full amount for the service. All events need to make a weather call/reconfirm.