

GW Student Organization User Guidelines

How to Book Space

- All event requests need to be submitted through the [online reservation system](#). Phone requests cannot be accepted.
- Requests should include as much detail about the event and facility needs as possible.
- Incomplete online requests cannot be accepted.
- Online request forms with acronyms and abbreviations cannot be accepted.
- Submitting an online request for a space does not guarantee event or space approval.
- Prior to requesting space, student organizations need to be registered with the Office for the Student Experience.
- Active members on the student organization roster can serve as schedulers, requesting space for their student organization, using their personalized and unique George Washington University (GW) NetID. District House, Mitchell Theater, South Hall Community Room and Shenkman Community Room can be requested by students-at-large.
- Events & Venues utilizes the scheduler as the primary point of contact in conversations related to approving and confirming the space request. Schedulers should be equipped to provide basic information about the event purpose and facility needs.

Booking Window

- Reservations must be made at least 14 days in advance for the City View Room, State Room, Jack Morton Auditorium, Marvin Center major spaces, and outdoor spaces. Reservations must be made at least three business days in advance for Marvin Center meeting rooms.
- Reservations for ground floor and fifth 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.
- Reservations for District House, Mitchell Theater, South Hall Community Room and Shenkman Community Room can be made instantly, given that the spaces are available.

Event Policies, Terms and Conditions

- A member of the student organization 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.
- 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, GW Venue has the right to reevaluate the event to add rental fees.
- **Ticketing.** For all events where attendance will be controlled through ticketing or registration, the group must work with University Ticketing. University Ticketing can be reached at 202-994-6800 or gwticket@gwu.edu. This policy does not apply for events in District House, Mitchell Theater, South Hall Community Room or Shenkman Community Room.
- **Use; Premises.** The GW organization shall only use the licensed space for the event, during the date and time period specified in the Booking Confirmation. 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.

- **Equipment and Furnishings.** GW organization shall return the venue and all furnishings and equipment at the end of the event in the same condition as they were received. Failure to do so may result in a housekeeping fee. Organizations must clean up and remove any and all garbage from the spaces and deposit it in the provided receptacles. For events in Marvin Center, outdoor space, City View Room, State Room or Jack Morton Auditorium, GW organization shall not make any alterations to the furnishings, equipment or licensed space. For events in District House, Mitchell Theater, South Hall Community Room or Shenkman Community Room, student organizations are responsible for setting up the room to fit their needs and restoring the space back to its original state after the event. 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.
- **Storage Space; Personal Property.** 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.
- **Housekeeping Fee:** 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, food or beverage, or mess/damage caused by food or beverage, etc.) a housekeeping surcharge may apply.
- **Assignment.** The GW organization shall not assign, sublease or transfer space to other organizations or departments without GW venue’s express written approval.
- **Smoking Restrictions.** 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.
- **Decorations & Signs.** Only painters tape may be used to hang anything to any walls. The use of glitter, confetti, sand, or the like is strictly prohibitive and will result in Housekeeping charges. Open flames are not permitted unless contained within a Sterno-style buffet burner or a glass container.
- **Contract Services.** The GW Organization shall not use any non-university service providers for the event without first receiving GW Venue’s approval. If approved, the GW Venue will contract with the non-university service providers on behalf of GW Organization for any service, equipment, furnishings, etc. provided by non-university service providers.
- **University Media.** The university may photograph the event for use by the university in university sponsored media and communications.
- **Catering.**
 - For Marvin Center, Outdoor Spaces, City View Room, State Room and Jack Morton Auditorium: The GW Organization may use a catering service of their choice, subject to GW Venue’s prior 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. The time needed for catering set-up and breakdown must fall within the event time. For District House, Mitchell Theater, South Hall Community Room and Shenkman Community Room: Groups are allowed to bring food and

beverages of their own choice into these spaces. All efforts will be made to avoid food/beverage service in Mitchell Theater and the B132 multipurpose room in District House. All organizations must clean up after themselves when utilizing the spaces; this includes disposing of all trash in designated receptacles. If a group leaves the space with garbage, they may be charged for housekeeping fees.

○ **Alcohol.**

- For Marvin Center, outdoor space, City View Room, State Room and Jack Morton Auditorium: Events with alcohol are permitted. Events with alcohol must follow all policies outlined on the Health Promotion and Prevention Services website. UPD is also required to be present.
- For District House, Mitchell Theater, South Hall Community Room and Shenkman Community Room: No events with alcohol are permitted within these spaces during the academic year. Summer events with alcohol may only take place on the B2 level of District House when the booking entity has all three rooms and the common space reserved. Events with alcohol must also follow all policies outlined on the Health Promotion and Prevention Services website.

- **Relocation.** GW Organization acknowledges and agrees that GW Venue, in its sole discretion, may relocate the Event to another venue on or near the university's campus if another event must be held in the Licensed Space and so long as such reassignment can be done without material detrimental impact on GW Organization's Event. In the event of relocation, the GW Organization will continue to be responsible for payment of all rental fees as originally provided for under this Agreement. The GW Venue will pay any additional costs associated with the relocation of the Event to the new venue.
- **Force Majeure.** This Agreement will terminate without liability to either party if substantial performance of either party's obligations is prevented by an unforeseeable cause reasonably beyond such party's control (but the foregoing shall not apply to any lack of funds or any monetary obligation). Such causes include, but are not limited to, acts of God; acts, regulations, or orders of governmental authorities; fire, flood or explosion; war, disaster, civil disorder, or other emergency making it illegal, or otherwise circumstance making it impossible to use the Licensed Space for the Event.

Student Organization Events

- A student organization event located in the Marvin Center, outdoor space, District House, Mitchell Theater, South Hall Community Room or Shenkman Community Room is a meeting, event, or series of meetings or events planned, executed, and managed solely by the registered student organization and which benefit the reputation of the organization and/or GW.
- A student organization event located in the City View Room, State Room, or Jack Morton Auditorium is a meeting, event, or series of meetings or events planned, executed and managed solely by the registered GW student organization and with more than 75 percent of attendees being current GW students, staff and faculty.
- Student organizations will incur other applicable fees for facility-related support depending on the nature of the event. Any and all applicable fees will be the responsibility of the student organization.

- If a non-GW organization/company/entity initiates the request or is involved in the planning/execution of the event, this is considered a Sponsored event. See Sponsored Events for more details.

Sponsored Events

- A sponsored event located in the Marvin Center or outdoor spaces is a meeting, event, or series of meetings or events brought to campus by a GW student organization (on behalf of or in conjunction with) a non-GW organization, contracted directly with GW, and coordinated by a recognized student organization. When 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.
- A sponsored event located in the City View Room, State Room, or Jack Morton Auditorium is a meeting, event, or series of meetings or events planned by a GW student organization that are open to the public or have 25 percent or more non-GW attendees (attendees who are not current GW students, staff, or faculty). A sponsored event is also defined as a meeting, event, or series of meetings or events brought to campus by a GW student organization (on behalf of or in conjunction with) a non-GW organization, contracted directly with GW, and coordinated by a recognized student organization. When 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 student organization. You are choosing to host the event in accordance with the role(s) you have within an existing GW organization. Responsibility for the event lies with your organization as the GW sponsor.
- The student organization (or the non-GW organization, if paying) will incur other applicable fees for facility-related support depending on the nature of the event.
- Sponsored events will be assigned to a member of the Client Services team, who will contact the student organization four weeks prior to the event date.
- Sponsored events working with a non-GW 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.
- If the non-GW organization plans to pay event-related fees and defaults on payment, the responsibility of payment falls to the sponsoring GW organization.

Event Modification

- **Major Space , Outdoor Space, Sponsored Events:**
 - Contact the Client Services team member 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 should be made by an active member on the student organization roster 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 requests cannot be accepted.
 - Modification requests are subject to approval.
- **Marvin Center Meeting Space, District House, Mitchell Theater, South Hall Community Room and Shenkman Community Room:**
 - Requests or changes to any reservation should be made by an active member on the student organization roster 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 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 should be made through the [Event Cancellation Form](#) at least five business days prior to the event. Phone requests will not be accepted.
- Cancellation of a Marvin Center meeting room, Marvin Center table space, District House, Mitchell Theater, South Hall Community Room or Shenkman Community Room reservation must be made through the [Event Cancellation Form](#) at least three business days prior to the event. Phone requests will not be accepted.
- The cancellation policies for events in the City View Room, State Room and Jack Morton Auditorium are outlined in the Terms & Conditions specific to these venues.
- The cancellation policy for sponsored events is outlined in the sponsored contract.
- 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. If GW Organization cancels a reservation due to weather concerns and the University is still open, cancellation fees will be charged. Last minute cancellations prevent other organizations from reserving space.

Please review the GW Student Organization User Guidelines for the City View Room & State Room, Jack Morton Auditorium, and Marvin Center & outdoor space for additional information in regards to your requested event space.

City View Room & State Room (1957 E Street) GW Student Organization User Guidelines

Booking Window

- Reservations for the City View Room and State Room need to be made at least 14 days in advance.

Event Policies

- Events held in the City View Room and State Room will be assigned to a member of the Client Services team, who will contact the student organization four weeks prior to the event date.
- Each student organization will receive one venue fee waiver for the City View Room per academic year and one for the State Room per academic year. Student organization will incur other applicable fees for facility-related support, depending on the nature of the event.
- GW Organization is required to provide paper, cloth, or plastic linens to cover all tables that will be used.

Booking Confirmation

- After the reservation request has been reviewed, the Booking confirmation and Estimate will be emailed to the scheduler who requested the space. The Booking Confirmation and Estimate both need to be signed by the student organization and the organization's Office for the Student Experience Advisor, and emailed back to Events & Venues within five business days.
- Failure to sign and return the Booking confirmation and Estimate within five business days will result in an immediate release of space.
- Once the Booking Confirmation and Estimate are signed and the event is confirmed, a member of the Client Services team will be assigned to the event and will reach out to the event point of contact four weeks prior to the event.

Cancellation and No-Show Policy

- **Cancellation.** In the event the GW Organization cancels any portion of their event, the GW Organization agrees to pay a fee based on the total cost of the cancelled portion. The amount due shall be based on the following schedule:

Notification of cancellation prior to event start date	Cancellation fee % of total cost of cancelled portion
0-14 days	100%
15-30 days	50%
30+ days	25%

The cancellation fee shall come due immediately. In addition to the venue fee, you are responsible for any additional fees incurred.

- **No-Show.** There will be no refunds for no-shows.

Jack Morton Auditorium (Media and Public Affairs) GW Student Organization User Guidelines

Booking Window

- Reservations for the Jack Morton Auditorium need to be made at least 14 days in advance.

Event Policies

- Events held in the Jack Morton Auditorium will be assigned to a member of the Client Services team, who will contact the student organization four weeks prior to the event date.

Booking Confirmation

- After the reservation request has been reviewed, a Booking confirmation and Estimate will be emailed to the scheduler who requested the space. The Booking Confirmation and Estimate both need to be signed by the student organization and the organization's Office for the Student Experience Advisor, and emailed back to Events & Venues within five business days.
- Failure to sign and return the Booking Confirmation and Estimate within five business days will result in an immediate release of space.

Cancellation and No-Show Policy

- **Cancellation** In the event the GW Organization cancels any portion of their event, the GW Organization agrees to pay a fee based on the total cost of the cancelled portion. The amount due shall be based on the following schedule:

Notification of cancellation prior to event start date	Cancellation fee % of total cost of cancelled portion
0-14 days	100%
15-30 days	50%
30+ days	25%

The cancellation fee shall come due immediately. In addition to the venue fee, you are responsible for any additional fees incurred.

- **No-Show.** There will be no refunds for no-shows.

Terms and Conditions

Permissible Use. GW Venue agrees to provide GW Organization with use of the Jack Morton Auditorium, together with the stage, green rooms and first floor lobby leading thereto and to be used therewith (collectively the "Auditorium") for the purpose of holding the Event, except as otherwise limited by these terms and conditions. If the GW Organization uses or attempts to use the Auditorium for any purpose other than the Event, or shall in any other respect fail to observe and fulfill any of its obligations under the terms and conditions, or if any use or proposed use of the terms and conditions shall be in any way contrary to law or, in the judgment of GW Venue, be improper or detrimental to the reputation of the GW Venue, GW Venue shall have the right, at its option, to cancel this booking and all rights of the GW Organization shall thereupon terminate. In the event of any such termination, the GW Organization shall be liable to the GW Venue for all amounts due hereunder and for any further damage sustained by the GW Venue.

Rehearsal Time. Should the GW Organization require the use of the venue for rehearsal Time for the Event, the GW Organization should coordinate with their event planner, and rehearsal time must fall within the booking reservation. In the event the organization needs a rehearsal time

outside their booking reservation, the GW Organization should work with Scheduling to adjust the booking time. The GW Organization agrees to pay a fee for each additional hour, or day added to the reservation for rehearsal, along with any associated technical staff fees.

Stage Help. GW Organization agrees that in employing stage help in addition to that provided by GW, the help so employed shall be qualified, skilled, and experienced in stage-craft, and shall meet the approval of the Auditorium Technical Manager and the assigned Client Services team member of Jack Morton Auditorium.

Failure to Occupy or Early Vacating. Should the GW Organization fail to occupy the Auditorium during the Event or should the GW Organization vacate the Auditorium during the Event for any reasons other than those set forth in Force Majeure in the guidelines, no refund shall be made, and the amounts as called for by these guidelines shall be payable by GW Organization to GW Venue as liquidated damages, not as a penalty. GW Organization further agrees to also pay all reimbursable expenses incurred by GW in connection with the GW Organization's failure to occupy or its early vacating of the Auditorium.

Permitted Use. The GW Organization shall not do or permit to be done anything in the Auditorium, nor bring nor keep therein anything which will in any way vitiate the policy or policies of insurance thereon or increase the premium of such insurance.

Licensing. The GW Organization shall be solely responsible for securing any special licenses or permits that may be necessary or proper in connection with the GW Organization's use of the Auditorium, including any permission(s) required by performing rights societies.

Equipment/Technicians. GW Organization may rent equipment for the Event, upon receiving prior written approval from the JMA Technical Manager. Notwithstanding the foregoing, it is required that at least one Audio/Visual Technician be present for the duration of the Event. The GW Organization acknowledges that a fee for the Technician will be charged. Auditorium equipment shall be operated by GW Venue staff only, at all times. Changes to an Event may result in additional fees which will be reflected in an updated Confirmation Report.

Recordings. The Jack Morton Auditorium Client Services team member and Technical Manager must approve in advance any filming, video or audio taping of the Event. Taping or media equipment must be set up one (1) hour prior to performance time in a location approved by GW Venue.

Right to Enter. GW Venue reserves the right to enter any portion of the Auditorium and to eject any objectionable person or persons from the Auditorium, including members of the audience. In the event that a large number of audience members become unruly, GW Venue reserves the right to terminate the Event and clear the audience from the Auditorium. Moreover, GW Venue shall not be liable for any expenses and damages which may be incurred due to termination of an Event under this Section; any such the liability will be the responsibility of the GW Organization.

Food Service. No outside refreshments shall be served or permitted in the MPA Building unless specifically agreed to by the GW Venue in writing. Under no circumstances will food or beverages be served on the First Floor Lobby of the MPA Building and no food or beverages are allowed within the Jack Morton Auditorium.

Solicitation and Vending. No solicitation of funds will be made inside the Auditorium proper or its lobbies. Nothing is to be sold inside the Auditorium or lobbies without the prior written permission of the GW Venue; a vendor space fee of 20% of gross will be paid on all such sales.

Ticketing and Registration

All events scheduled at the Auditorium which involve ticketing and/or registration should coordinate with George Washington University's ticketing outlet located in Lisner Auditorium (730 21st Street NW). A separate contract must be completed with the GW Venue ticketing operation. The University has full right of use to four (4) seats for any event taking place within Jack Morton Auditorium. These seats are referred to as University Seats. Ticketing is governed by the Ticketing Procedures.

Marvin Center & Outdoor Space

GW Student Organization User Guidelines

Booking Window

- Reservations for major space in the Marvin Center and outdoor space need to be made at least 14 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 and fifth 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.

Event Policies

- **Outdoor Space:**
 - 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.
 - Grounds labor is required for all food related and/or excessive disposal needs after 4 p.m. on weekdays and anytime during weekends and holidays.
 - Your assigned Client Services team member will work with you in securing these services if needed, as these services all have labor costs associated with them. Costs are per staff person with a four-hour minimum, and events may require the need for more than one staff person.

Booking Confirmation

- Once your request has been reviewed, you will be sent a Booking Confirmation which confirms your event.

Event Modification

- **Marvin Center Meeting Space:**
 - Requests or changes to any reservation should be made by an active member on the student organization roster 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 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 should be made by an active member on the student organization roster 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 should be made by a current member on the student organization roster through the Event Cancellation Form at least three business days prior to the event. Phone, email or paper requests cannot be accepted.

- Cancellation of a Marvin Center table space reservation should be made by a current member on the student organization roster through the Event Cancellation Form at least three business days prior to the event. Phone, email or paper requests will not be accepted.

General Guidelines

Space Reservation Policies:

- **General Use:**
 - If anything is broken or damaged at the start of your booking email csereservations@gwu.edu immediately so we can work to resolve the issue – and to be sure you are not responsible for the damage.
 - Exceptions to any stated policy will be reviewed on a case-by-case basis by CSE Reservations Staff.
- **Major Events:** District House, Mitchell Theater, South Hall Community Room and Shenkman Community Room typically do not host major events. Major student organization and departmental events are more suited in more traditional campus event spaces – predominately these spaces are reserved through [Events and Venues in the Marvin Center](#) or the [Mount Vernon Campus Events team](#).

The House Desk

- **Location and Hours:**
 - The House Desk is located across from B114 at the base of the H Street NW B1 staircase.
 - The House Desk is Open: 10:00AM-10:30PM Sunday, 8:30AM-10:30PM Monday-Friday, 10:00AM-3:00PM & 8:00PM-10:30PM Saturday
 - House Desk phone number: 202-994-0065
 - House Desk email address: csereservations@gwu.edu

District House Tabling

- 6ft tables are available on the H ST side of the B1 Level (in front of B114) and on the I ST side of the B1 Level (in front of B117).
- Booking a table is required for use due to limited space within the corridors.
- Table and two chairs will be setup in the assigned location for the group by OSE Reservations Staff.