

RESERVING THE CHOSEN LOCATION

Events Management located in Science and Tech II, reserves the space for all three facilities. Complete a Use of University Property form online at events.gmu.edu.

AUDIO VISUAL SUPPORT SERVICES

All facilities have easels, television/VCR/DVD setups, overhead projectors, and LCD projectors. Clients must provide their own laptops, however, JC meeting rooms contain podiums equipped with a computer. Please contact Student Centers Events Production at 703.993.3773 for more complicated sound and audio visual needs or visit their website at ep.gmu.edu.

ASSISTANCE DURING YOUR PROGRAM

If further assistance is needed on the day of your event or during your program, contact the information desk in the facility. The information desk staff will contact the Student Centers Staff for you.

ADVERTISING YOUR PROGRAM

Contact Student Centers to obtain reservation information for tables/kiosks, LCD ads, table tents, easels and banners to help promote your event. Easels for use in meeting rooms or for events must be reserved through Events Management when reserving event space.

EARLY OPENING & LATE CLOSING FEES

All early openings and late closings require special approval. **There are no early opening and late closing fees for Mason organizations.** There are special fees for opening and closing the facilities beyond the regular hours of operation for Non-Mason organizations. Non-Mason organizations will be charged \$150 for the 1st hour and \$30 for each additional half hour or increment thereof for any scheduled early opening and late closing.

CANCELLATION, NO SHOW, SETUP CHANGE & DAMAGE FEES

Events not cancelled within 3 days of the event will incur a late cancellation fee of \$75 for each large meeting space and \$25 for each small meeting space.

If the group is a "no show" a fee of \$100 for each large meeting space and \$50 for each small meeting space will be incurred.

If the group requests a major setup change (from what was originally requested) after the room is setup, it will incur a setup change fee of \$100 for each large meeting space and \$50 for each small meeting space.

Any damages to the space or excessive cleaning required will incur a damage and/or cleanup fee to the group. Groups should be reminded to leave the space as they found it.

SPACE USE INFORMATION

- Helium balloons are not allowed in the Johnson Center, however, they are allowed in SUB I and SUB II.
- Tape or adhesive is not allowed on the floor in Dewberry Hall, Dance Studio, or Bistro stage and dance floor.
- Scotch tape, duct tape, thumbtacks, or any other strong adhesive is not allowed on any painted surfaces, dry erase boards, or easels in the facilities. Painter's tape (blue) is allowed.
- No open flames are allowed in the facilities.
- Event spaces must be left in the same condition they were found.
- Groups must clean up and discard all catering residuals when using caterer other than Sodexo.
- The only animals allowed in the facilities are service dogs.
- Smoking and illegal drugs are not allowed in the facilities.
- Furniture should not be moved to positions that are considered a safety hazard.
- Furniture or plants in public areas should not be moved to any meeting rooms or multifunctional spaces.
- Groups should not drag furniture across the floor. Either lift it, or ask for assistance from Student Centers Staff.
- Johnson Center Atrium events should be viewed as university wide events impacting the larger community and not deemed conducive to occur in any closed spaces.
- Dewberry Hall Lobby may be reserved as part of an event in Dewberry Hall, Dewberry Hall South and/or in the Johnson Center Cinema.
- Pre-Function Hallway may be reserved as part of an event in Dewberry Hall or Dewberry Hall North.

CONTACT INFORMATION

Student Centers
Johnson Center / Room 324
MS 5A3

Monday – Friday
8:30am – 5:00pm

Phone: 703.993.2921
Fax: 703.993.2919

E-mail: scenters@gmu.edu
studentcenters.gmu.edu

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CATERING

Johnson Center, Room G18
(Phone) 703.993.3302
(Fax) 703.993.3327

EVENTS MANAGEMENT

Science & Tech II, Room 160
(Phone) 703.993.2853
(Fax) 703.993.2112

STUDENT CENTERS

EVENTS PRODUCTION

Johnson Center, Room G45
(Phone) 703.993.3773
(Fax) 703.993.2854

PARKING SERVICES

Parking Services Building
(next to Sandy Creek Parking Deck)
(Phone) 703.993.2710

UNIVERSITY POLICE

Police Station
(Phone) 703.993.2810

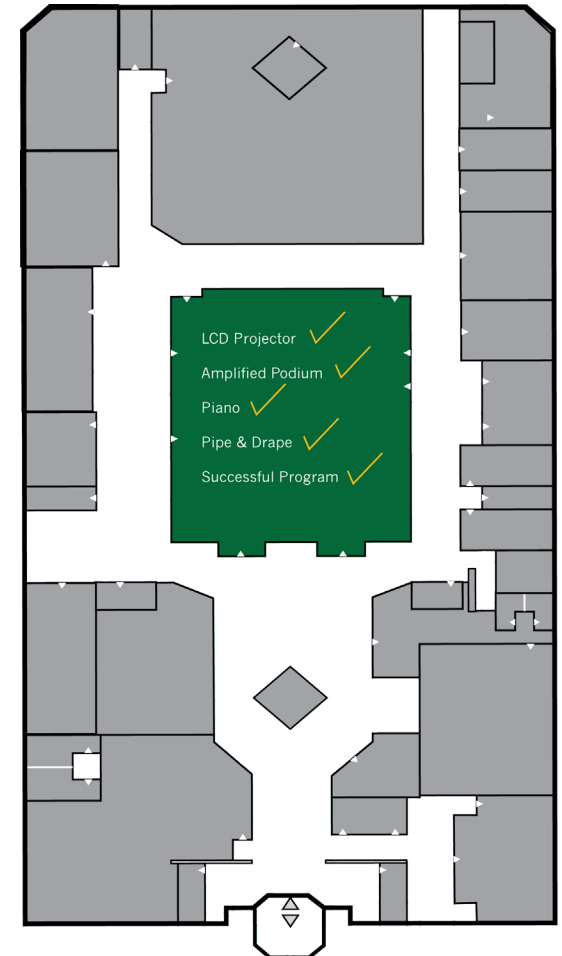
VIDEO TELECONFERENCING

10716 Kelley Drive
Fairfax, VA
(Phone) 703.993.3100
(Fax) 703.993.3115



STUDENT
CENTERS

Programming Guide



JOHNSON CENTER ROOM CAPACITIES AND FEES									
Room	Square Feet	Approx. Dimen	Theater	Conference	Rounds	Class Room	Reception	Standard	Price
Dewberry Hall (North Half)	4770	53x90	450		185	N/A	500		\$1201
Dewberry Hall (South Half)	4860	54x90	450		185	N/A	500		\$1201
Dewberry Hall	10192	107x90	975		440	N/A	1,000		\$2373
Dewberry Hall Lobby	1288	46x28							\$316
Prefunction Hallway	1748	92x19							\$316
Meeting Room A	945	38x23	60	30		50	60		\$200
Meeting Room B	814	32x23	50	24		30	50		\$200
Meeting Room C	923	37x23	60	30		50	60		\$200
Meeting Room D	902	36x23	50	24		50	60		\$200
Meeting Room E	935	39x23	60	30		50	60		\$200
Meeting Room F	958	40x23	60	30		50	60		\$200
Meeting Room G	969	41x23	60	30		50	60		\$200
Gold Room	862	36x23	50	24	24	30	50		\$200
Bistro	5525	65x85					350	Tables (as is) seats 184	\$750
Cinema	3575	65x55	304					Theater	\$1265
Dance Studio	2200	40x55						Studio	\$633
North Plaza	21000	54x384							\$1581
South Plaza	10740	60x179							\$949
Meeting Room 243	168	14x12		10				Conference (as is)	\$100
Meeting Room 244	168	13x12		10				Conference (as is)	\$100
Atrium	2744	98x28						Food Court	\$3163
Lounges 2nd NE, East, West/ 3rd NW, East, West	800	20x40						Tables & Chairs	\$145
News Center	1156	34x24							\$145

STUDENT UNION I ROOM CAPACITIES AND FEES									
Room	Square Feet	Approx. Dimen	Theater	Conference	Rounds	Class Room	Reception	Standard	Price
Room A	515	24x20	45	25			45		\$159
Room B	515	24x19	45	25			45		\$159
Room C	51	24x22	45	25			45		\$159
Rooms A-B	1030	24x39	90				90		\$316
Rooms B-C	1030	24x41	90				90		\$316
Rooms A-C	1081	24x61	150				150		\$475
Patriots Lounge	2176	68x32					120	Lounge Furniture	\$475
East Lounge	396	12x33						Tables & Chairs	\$145
West Lounge	918	27x34						Tables & Chairs	\$98
Quad	24000	102x234							\$1581

EVENT SUPPORT EQUIPMENT	Price
TV/VCR/DVD	\$40
Slide Projector/Overhead	\$28
Table Skirts	\$5
LCD Projector	\$80
Piano	\$127
Amplified Podium	\$96
Floor Podium	\$55
Pipe & Drape (6 ft. panel)	\$13
Whiteboard/Tripod Easel	\$5

Room Rental prices are not applicable to Mason organizations. Event Support Equipment prices are not applicable to Mason organizations, unless used outside of the Student Centers.

STUDENT UNION II ROOM CAPACITIES AND FEES									
Room	Square Feet	Approx. Dimen	Theater	Conference	Rounds	Class Room	Reception	Standard	Price
VIP I	380	21x18		10				Conference	\$173
VIP II	380	21x18		25				Conference	\$173
VIP III	368	18x15		14				Conference	\$145
Room 1	390	15x28	16	15		6	10		\$159
Room 2	390	15x28	25	20		6	10		\$159
Rooms 1-2	780	30x56	40	35	24	12	25		\$316
Room 3	534	25x22	40	20	32	18	50		\$159
Room 4	472	25x22	40	20	32	18	50		\$159
Rooms 3-4	1006	50x22	80	40	48	48	100		\$316
Room 5	586	22x27	40	20	32	18	50		\$159
Room 6	475	22x27	40	20	32	18	50		\$159
Room 7	600	22x27	40	20	32	18	50		\$159
Rooms 5-6	1061	44x27	80	40	48	48	100		\$316
Rooms 6-7	1075	44x27	80	40	48	48	100		\$316
Rooms 5-7	1661	66x27	120	60	80	66	150		\$475
Front Ballroom	3422	54x47	300	65	120	72	200		\$791
Middle Ballroom	1702	54x29	150	40	80	66	150		\$399
Back Ballroom	1508	54x26	150	40	80	66	150		\$399
Front and Middle Ballroom	5124	54x76	450	105	200	138	350		\$1190
Middle and Back Ballroom	3210	54x55	300	80	160	132	300		\$791
Ballroom	6632	54x102	650	145	240	204	650		\$1581
Ballroom Lobby	810	27x30							\$159

ROOM STYLES



Round Table

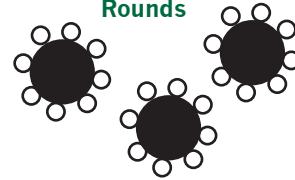


Rectangular Table

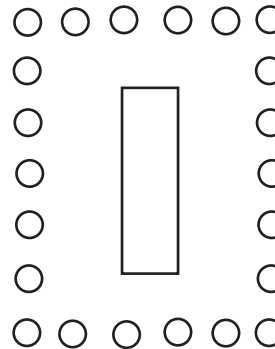


Chair

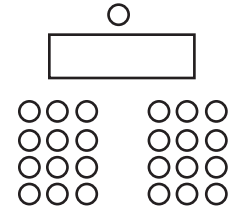
Rounds



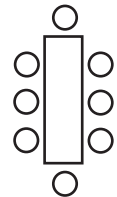
Reception



Theater



Conference



Classroom

