



Event Procedures Manual

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1.0 INTRODUCTION

George Mason University provides space for academic, co-curricular, public, and business services to the university community and public. The university provides event support services in order to promote successful event experiences for event attendees and guests of the university.

1.1 Purpose

The manual outlines the procedures that the university will follow when scheduling university space in accordance with University Policy 1103: Space Utilization and Scheduling. This manual provides guidance to the university community and public regarding event scheduling, coordination, and management of events.

1.2 Scope

The procedures outlined here apply to all George Mason University faculty, staff, students, and external organizations that reserve and use space owned, leased, or controlled by George Mason University. This policy applies to all university offices, departments, units, and divisions, regardless of location or function, and includes all auxiliary enterprise operations except classroom assignments made by the Office of the University Registrar.

In accordance with University Policy 1103, an event is a meeting, conference, presentation, gathering, or other activity that occurs on university property.

1.3 Related Policy

[1103 University Space Utilization and Scheduling](#)

[1140 Utilization of Facilities by General Public](#)

[George Mason University's Space Use Regulation, 8 VAC 35-31](#)

2.0 ROLES AND RESPONSIBILITIES

The following units, individuals, and groups share responsibility for ensuring that all events on university property conform to applicable university policies and procedures.

2.1 University Events

University Events is responsible for the scheduling and management of event space owned, leased, or controlled by George Mason University.

In addition University Events can provide policy guidance and planning assistance to ensure a successful event.

University Events will advise users as to what support is required based on the needs of the event. In situations where event type is in question, the Events Logistics and Impact Group will determine the type of event. The Executive Council may review as appropriate.

Distributed Campuses maintain their own events management departments, which combine the responsibilities detailed under this section, and may work in concert with University Events to provide logistical support of larger events.

2.2 University Registrar

The Office of the University Registrar is responsible for managing the use of university classrooms at all of Mason's campuses. The Office of the University Registrar must assure that courses have been scheduled in university classrooms before allowing University Events to schedule non-course-related events in classroom venues.

2.3 Event Organization

The Event Organization is the primary organization hosting the event. This organization is responsible for all costs associated with the event and ensuring Mason policies, procedures, and guidelines are followed. For Sponsored Events, the university organization will be considered the primary organization.

2.4 Event Client

The Event Client is the primary point of contact for an event. This individual is a member of the host organization and is responsible to be knowledgeable with the details associated with the event. The event client will communicate logistical and financial information to the event coordinator and serve as the point of contact for any questions during the event planning and execution. The event client must be on site during the event or appoint a designee to assume this role for the duration of the event.

2.5 Event Coordinators/Managers

Event Coordinators/Managers process new event requests, locate space and time as available in the university's scheduling system (25Live), and may coordinate all event logistics, working as the liaison between client and service providers.

2.6 Event Services

Event Services will execute setups for event spaces. If Events Services cannot provide furnishings, staging and tents from their in-house inventory, University Events will contract with outside companies to provide additional services (e.g. delivery/set-up/strike schedules, permitting with EHS for stages and tents).

2.7 Events Logistics and Impact Group

University Events will be responsible for managing a working group of Mason personnel that will address impact of specific events, procedural questions, and solutions to event-related issues. This working group will be known as the Events Logistics and Impact Group.

The Events Logistics and Impact Group will interpret policies, procedures, and guidelines, and reach decisions regarding all aspects of events covered by Policy 1103 that are deemed Major Events. The Events Logistics and Impact Group will refer to the Executive Council for additional clarification or appeals if required.

The Events Logistics and Impact Group will determine which spaces are classified as a special use, traditional university events, or major events.

2.8 Emergency Operations Group (EOG)

The EOG comprises representatives from key university units that have resources and/or knowledge that are necessary to help the university prepare for events that have the potential to impact daily operations of the university.

3.0 UNIVERSITY EVENT SPACES

University Events is responsible for scheduling all indoor and outdoor university event space with the exception of special use spaces and departmental conference rooms with a capacity of 30 or fewer.

3.1 Special Use Space

Certain Spaces/Venues are special use spaces due to their uniqueness of operation. Special use space is subject to the approval of the facility manager. University Events will maintain the list of Special Use Spaces. The Events Logistics and Impact Group will recommend changes to the special use space list to the Executive Council.

See Appendix A: University Special Use Spaces

4.0 UNIVERSITY EVENT TYPES

4.1 Determination of Event Type

4.1.1 Internal Event

An internal event is one that is organized by a university office or a registered student organization for the benefit of and in support of the mission of the university. The participants include university employees, students, or prospective students. Registered student organizations that hold events on university property for the purposes of fundraising for or promoting the student organization may be considered internal events.

*An event must meet **all** of the following criteria to be considered as an internal event:*

- The organization is a George Mason University entity with a university organization code;
- The university event client is the sole point of contact for all event planning;
- The university event client is present for the entirety of the event and is the on-site point of contact;
- The university event organization is responsible for all fees associated with the event;
- The event solely references Mason and/or the Mason entity as the organizer of the event;
- No funds (except for charges associated with direct support services) are routed to a nonuniversity account.

4.1.2 External Event

Any event that is not deemed to be an internal or sponsored event.

*An event that meets **any one** of the following criteria is defined as an external event:*

- The organization is identified as a business, including but not limited to an LLC or 501(C).
- The organization does not hold a university organization code.
- The Event Client is not an officially recognized university department/office or registered student organization;
- The event is identified by or references an external organization exclusively;
- The university receives payment for resources or services from an external individual or organization to host an event;
- The event charges a fee to participate and/or revenues generated from the event are routed to a nonuniversity account.
-

4.1.3 Sponsored Event

Partnerships between university organizations/departments and the community who share common goals are vital. A sponsored event is one that involves two or more entities: including a university office, department, unit, or division and an external organization. A sponsored event allows for the opportunity of cost sharing between the two entities. The sponsoring university event client must complete a *Sponsorship Request Form*, which must be approved by the Vice President of Communication and Marketing or designate. Registered student organizations may not sponsor events. Sponsoring university organizations are responsible for ensuring that the event complies with all university and Commonwealth of Virginia policies and procedures.

4.1.4 University Sponsor

A University Sponsor **IS**:

- Mason academic departments, schools, and institutes.
- Administrative offices within and operating on behalf of the university.
- Nonacademic departments recognized by the President's Office, such as Athletics.

A University Sponsor is **NOT**:

- Any individual member of the Mason faculty, staff, or student body providing his/her name to a group simply so that they can plan an event using campus facilities.
- Any individual who does not currently work or attend Mason.
- Any nonprofit or corporate entity that is not affiliated with Mason and does not otherwise have an approved university sponsor, must hold their event as an external client.

4.1.5 University Sponsor: Event Planning Requirements

- The purpose and content of the event must be relative and consistent with the educational mission of George Mason University.
- The event must meet the overall strategic goals and purpose of the sponsoring school, department, or unit.
- The department's chair, school's dean, or other designated university authority within that organization must be informed of the event and approve the proposed expenditure of funds.
 - He/she must be given the opportunity to review the request, understand the commitment of Mason staff resources, and identify, if necessary, any conflicts of interest that might preclude the event from being held on campus.
- Be responsible for the actual logistical planning and execution of the event to ensure that sponsorship event criteria and university goals are met.
- Provide appropriate and reasonable Mason faculty involvement to adequately recognize Mason's role in the educational content of the conference or other academic related presentation.
- Assume all financial responsibility (providing the appropriate account number to all administrative entities that will charge fees) and ensure that all university and other vendors are paid for their services.
- Use of the Mason name and marks on all promotional items by the co-sponsor must be reviewed and pre-approved.
- All ticketing and registration arrangements must be done through a Mason university department that is financially compliant and can provide revenue reports.

4.2 High Profile/High Impact Events

High Profile/High Impact Events are events that require significant resource commitment or may disrupt normal university operations. When University Events reviews an event that has the potential of being a High Profile/High Impact Event, the Event Coordinator/Manager will coordinate with the Events Logistics and Impact Group. The Events Logistics and Impact Group will identify High Profile/High Impact Events and evaluate them for campuswide impact. This group will ensure the coordination of logistics including transportation, safety, access, and event operations. Examples of these types of events include high-profile speakers, controversial topics, press involvements, major university announcements, and events involving the President's Office.

Whenever a High Profile/High Impact Event comes to the attention a member of the Events Logistics and Impact Group, by way of an event request, word of mouth, Recognized Student Organization (RSO), or other contact, the following actions will be taken:

1. University Events will convene the Events Logistics and Impact Group to discuss the event if necessary. Events Logistics and Impact Group to review potential impacts on campus safety concerns. The Events Logistics and Impact Group will determine when to activate the Emergency Operations Group.
2. University Events will classify each event as external, internal or internal-RSO. (Sponsored events will follow one of the three classes depending on the primary organization?)
3. University events will notify the Chief of Staff, Vice President for Communications and Marketing, Senior Vice President, and Vice President for Government and Community Relations of all events involving government officials, celebrities, or high-profile speakers regardless of the anticipated impact on campus operations.
4. University Events will negotiate terms and conditions set by the university with the Event Client.
5. For *high profile/high impact internal* events with the potential of high visibility, Communications and Marketing will handle aspects of the event that relate to the branding and visibility of the university, as well as managing the public relations/university messaging including, press releases, dignitaries hospitality, talking points of university officials, press credentials, etc.

A High Profile/High Impact Event workflow is provided in Appendix C

4.3 University Major Events and Traditional University Major Events

Certain events are critical to the university mission and will have highest priority for scheduling and use of university support resources. When possible Dates/Times and Locations for University Major Events including Traditional Events will be reserved prior to the releasing of spaces to be requested by all other users. The Event Advisory Board determines if a specific event qualifies as a University Major Event. Traditional Events include Spring Commencement, Winter Graduation, Welcome 2 Mason, Mason Week, International Week, Freshman/Transfer Orientation, Alumni Weekend, Family Weekend, Homecoming, Greek Week, Pride Week, and Admissions Preview.

5.0 EVENT SCHEDULING AND COORDINATION

All events must be scheduled and entered into the university's centralized scheduling system (25Live) and must accurately represent the nature of the event. The university requires information about events prior to reserving space; failure to provide all required information will result in forfeiture of space reservation. As detailed below, certain events require prior approval.

*Specifics may vary slightly on distributed campuses.

5.1 Space Release Timing

Depending on the nature and type of the event, university space may be reserved up to three years in advance.

<i>STANDARD TIMELINE</i>		
Academic	University/Internal/Sponsored	External
Three Years	Three Years	Two Years

5.2 Internal Event (Faculty/Staff Organized)

1. Event Client requests 25Live training and new username through scheduling.gmu.edu/25Live.
2. Event Client requests space through 25Live.
3. University Events (UE) Scheduling Manager receives request and filters to appropriate Event Coordinator/Manager.
4. Event Coordinator/Manager responds within three to five business days with space confirmation, schedules meeting with Event Client.
5. Based on event needs, Event Coordinator/Manager arranges rentals, audiovisual, parking, EHS, Catering, Facilities, Police, and other support entities.
6. All major event information, including set up, audiovisual, event times, event access, location/venue, and other information is finalized 15 business days prior to the first event day. Minor changes can be made up to three business days before the event without penalty.
7. Event Coordinator/Manager meets with Event Services team to discuss all aspects of event and also updates all information in 25Live/uploads diagrams.
8. Day of event, Event Coordinator/Manager checks set up, audiovisual, and other event arrangements, makes adjustments with Event Services as necessary
9. Event is executed.
10. Event Coordinator/Manager conducts post event debrief if needed.
11. Event Client is invoiced by University Events.

5.3 Internal Event (Registered Student Organizations)

1. Event Client receives RSO training and 25Live username and password.
2. Event Client requests space through 25Live.
3. University Events (UE) Scheduling Coordinator receives request and responds with confirmation or otherwise within three to five business days.
4. Once the event is scheduled, set up information and other event needs are arranged between the Scheduling Coordinator and Event Client (requestor). The Scheduling Coordinator determines if the event is a “checklist” event or basic event.
5. For Checklist Events:
 - a. University Events provides and explains Event Checklist; recommendations are made for rentals and audiovisual, parking, EHS, Catering, Facilities, Police, and other support entities etc.
 - b. Client to make all arrangements on checklist at least 15 business days prior to event (University Events is last approval on Checklist).
6. All major event information, including set up, audiovisual, event times, event access, location/venue, and other information is finalized 15 business days prior to the first event day. Minor changes can be made up to three business days before the event without penalty.
7. Checklist is due 15 business days prior to event date (scheduler cancels events that have incomplete checklists).
8. UE Coordinator meets with and finalizes all aspects of event and updates all information in 25Live.
9. Event is executed.
10. Event Coordinator/Manager conducts post event debrief if needed.
11. University Events invoices the Event Client.

5.4 Sponsored Event

1. The Sponsoring University Event Client (University Client) requests space through 25Live.
2. University Events receives request and determines event meets the Sponsored Event Criteria within five business days.
3. Criteria determined by questions asked in 25Live include:
 - *Are you working with a group external to the university?*
4. Scheduling Manager tentatively reserves space and filters event to Event Coordinator/Manager.
5. Event Coordinator/Manager sends University Client Sponsorship Request Form and advises University Client on process.
6. University Client completes Sponsorship Request Form and Returns form to University Events. At this time, the University Client will determine if the external partner is charged 100 percent for venue fees. If the University Client chooses to

- charge the full venue rental fee, the University Client may keep 50 percent of the venue fee. The University Client may choose to waive 50 percent of the venue fee to provide a discount to external partner.
7. University Events presents form to the Vice President of Communications and Marketing for approval.
 8. UE Coordinator informs University Client of Sponsorship Request determination.
 9. Once event is scheduled set-up information and other event needs are arranged between UE and University Client (requestor). Recommendations are discussed for rentals and audiovisual, parking, EHS, Catering, Facilities, Police, and other support entities etc.
 10. University Client informs University Events if external organization is paying for fees (and if so, which fees) **Please note that University Client remains responsible for all fees associated with the event.*
 11. University Events prepares contract between the University and External Client.
 12. External and University Client then sign a contract, provide certificate of insurance, and a nonrefundable deposit (currently 20 percent of the total contract) within 30 days. Events booked less than 45 days out will have five to 15 days based on the event to provide the above documents as well as paying the entire contract price at the time of the contract signing.
 13. University Events ensures arrangements are made for rental items with Event Services (ES) branch, makes catering arrangements, and contacts EHS and Police if needed.
 14. All major event information, including set up, audiovisual, event times, event access, location/venue, and other information is finalized 15 business days prior to the first event day. Minor changes can be made up to three business days before the event without penalty.
 15. Event is finalized in 25Live.
 16. Event is executed.
 17. Post-event debrief if needed.
 18. University Client receives an invoice for the outstanding total cost of the event.
 19. The External Client is invoiced (University Client cc'd) for their contracted amount minus deposit by University Events. Payment due 30 days after invoiced.
 20. Approximately 60 days after the event, University Events will submit chargebacks to University Client's organization number for open invoices, including any unpaid invoices of External Client. If external organization submits payment after the university organization was charged, the university organization will receive a transfer of funds for the proper amount on the next billing cycle.

5.5 External Event

1. External Client enquires about a space via online form, email, or phone call.
2. Event Coordinator/Manager gathers information on the event. Type of event, dates interest in, expected attendance, technical needs, and so on. The goal is to gather as

much information in order to be able to best assess the event and what spaces on campus would suit the needs of the client's event.

3. University Events researches (via 25Live) what spaces and dates are available and shares them with the client.
4. At the discretion of the External Booking Manager, the client then completes the online form based on their initial conversation. Email from the client is required so the single point of contact is established.
5. External Booking Manager, then books the event in Series 25Live (scheduling software). The event is clearly marked as "Contracting" or "Inquiry" depending on what the status is (are you moving forward with a contract OR will the client be getting back or vice versa).
 - a. If there is a question about whether an event can function logistically based on space needs, activity on campus etc., the booking manager will reach out to the appropriate university resources to discuss the concerns. This is normally Student Centers, Police, Parking, etc. to determine if it is logistically feasible.
 - b. The External Booking Manager informs University Events senior management of any possible issues, concerns, or other items regarding the event. University Events will notify other departments regarding the event if needed.
6. Once the reservation is made, a contract is created based on the information provided. The contract estimate clearly states "subject to change" and any/all rates beyond the room rental are included. Then the contract is sent to the client for signature.
 - a. Example: If police are needed, a rough estimate is obtained from Mason Police and Public Safety Department, if University Events is reserving parking and other event services; an estimate is secured from these departments.
7. Client returns a signed copy of the contract, a nonrefundable deposit (currently 20 percent of the room rental), and certificate of insurance, including sexual harassment and molestation insurance if minors will be in custodial care of event staff at any point during the event within 30 days of the contract. Events booked less than 30 days out will have five to 15 days based on the event to provide these documents and are pay the full room rate.
8. When the signed contract is returned, it is then counter-signed by University Events and/or designee.
9. The contract is considered fully executed after all signatures are on the contract. The reservation in 25Live gets updated to a "SET event" and a copy of the signed documents is emailed/mailed to the client.

10. Depending on the nature of the event, at this point University Events reaches out to the various teams on campus that will be instrumental in ensuring the success of the event and meetings/discussions are set.
11. The external booking manager coordinates the logistics of the event (as determined within the contract for rentals, audiovisual, parking, EHS, catering, facilities, police, and other support etc.) with the client. This happens from time of booking to approximately 15 days before. By 10 business days out, the final event logistics are finalized (this mainly entails the diagram and room specifications if the event is not managed by University Events).
12. Within 30 days after the event, University Events invoices the client. The client must submit payment within 30 days of the date of the invoice.
13. Within 30 days of the event, if requested, an event debrief is scheduled with the client.

6.0 SPACE USE FEES

Space use fees are assessed per University Policy 2112: Recharge Rates. Internal Organizations are responsible for all university expenses related to their internal or sponsored event. Payment should be processed through their University Organization Code.

External organizations are responsible for all university expenses related to their event, and must provide a nonrefundable deposit for reserving university space. Whenever feasible, all invoices will be processed through the University Events Office providing the organization one invoice and one payment.

These expenses include, but not limited to, Support Services (e.g., venue rates, Mason Catering, Event Services support, Police, Parking, Facilities Management, and permits).

Rates are set to help offset operational costs. Factors include size, location, maintenance, existing in-house technology, and special capabilities of space. Rates are based upon clearly defined event types with the rate for internal university entities being lower than that for external organizations. Rates are set to encourage events without being cost prohibitive, while at the same time encouraging organizers to book actual space and resources they plan to use so venues are available for other users.

Fees may be assessed for logistical items: late cancellations, no shows, venues damages, late changes in set-up, early opens/late closings, excessive janitorial needs, coordination not taken care of by event organizers, senior staff involvement, or other unplanned recoverable expenses.

6.1 Venue Rate Chart

See Appendix B

7.0 EVENT LOGISTICS

University Events will oversee the coordination of event logistics and determine if the event requires review by the Events Logistics and Impact Group. The Emergencies Operations Group will be notified on a case-by-case basis.

7.1 Programs, Events and Camps

Programs, events, and camps (PEC) involve additional complications, coordination needs and risk. Internal, External, or Sponsored Organizations offering PECs will be subject to additional risk mitigation requirements including background checks for PECs serving minors, and post PEC audits meant to ensure all university and Commonwealth of Virginia policies and procedures have been followed.

Additional requirements and resources can be found on the Risk Management and Auxiliary Enterprises websites found here:

risk.gmu.edu/advisories/camps-and-enrichment-program/
shopmason.gmu.edu/camps-landing-page/

7.2 Events Involving Minors

Events involving minors must adhere to University Policy [1138: Minors on Campus](#). Employees, students, and third-party organizations may be subject to background investigations in accordance with University Policy [2221: Background Investigations](#) if minors will be the sole custody of an adult while on university property.

7.3 Cancellations

Space that has been scheduled will be released six months prior to scheduled activity if the organization is not able to adequately provide required information regarding their event. Organizations who determine that they no longer require reserved space must inform University Events that they can release the space. An organization cannot transfer their reservation to another organization. Failure for any group to notify University Events, regardless of the classification of the event, will be charged a cancellation fee if the cancellation is not done in a timely manner.

7.4 Catering

George Mason University provides full service catering through a contract with Mason Catering by Sodexo. If external catering services are desired, services must be provided by a caterer on the approved caterers list located on the Auxiliary Enterprises' website.

7.5 Insurance Requirements

All external vendors are subject to university insurance requirements. See risk.gmu.edu.

7.6 Kiosks, Banners, and Easels

Kiosks, banners, and easel reservations will be booked and treated like other space reservations. When clients wish to use services like kiosks, banners, donation boxes, and so on, these reservations will be scheduled in 25Live. Clients will be billed associated fees for these reservations.

8.0 OUTDOOR EVENTS

Events held outdoors are subject to the following additional requirements:

8.1 Amplified Sound

[1128 Amplified Sound Policy](#)

8.2 Environmental Health and Safety

Tents, stages, amusement devices, bonfire, fireworks, and pyrotechnics require additional permits. University Events will work with the event organization and EHS for events that present safety concerns or additional permitting.

8.2.1 Tents and Staging

University Events, Event Services, and EHS will work to obtain annual permits for commonly-used staging configurations throughout the university. Tents cannot receive an annual permit. University Events, Event Services, and EHS will help develop university locations suitable for staging and tenting.

8.3 Inclement Weather Procedures

[2207 Inclement Weather Policy](#)

Appendix A: Special Use Spaces

Special Use Space: Certain spaces/venues will be deemed special use spaces due to their uniqueness of operation. Special use space is subject to the approval of the special use space facility manager. University Events will maintain the list of Special Use Spaces. The Events Logistics and Impact Group will recommend changes to list with to the Executive Council. These spaces are:

- Athletic and Recreational Spaces
- Center for the Arts
- Dining Spaces
- EagleBank Arena
- Freedom Aquatic and Fitness Center
- Housing and Residence Life Spaces
- Hylton Performing Arts Center
- Parking Lots
- Smithsonian-Mason School of Conservation
- The MIX@Fenwick
- Departmental Conference Rooms (with maximum capacity of 30 or less)

Appendix B: Venue Rate Chart (as of 1/1/2017)

INDOOR VENUE RATES					
Space Name	SQ FT	External	Internal	Sponsored	
<i>Fairfax Campus</i>					
HUB BALLROOM	6903	\$1,581	\$0	\$791	
HUB BALLROOM BACK	1696	\$399	\$0	\$200	
HUB BALLROOM FRONT	3724	\$791	\$0	\$396	
HUB BALLROOM FRONT & MIDDLE	5207	\$1,190	\$0	\$595	
HUB BALLROOM LOBBY	2565	\$159	\$0	\$80	
HUB BALLROOM MIDDLE	1483	\$399	\$0	\$200	
HUB BALLROOM MIDDLE & BACK	3179	\$791	\$0	\$396	
HUB ROOM 1	540	\$159	\$0	\$80	
HUB ROOM 1 & 2	1069	\$316	\$0	\$158	
HUB ROOM 2	529	\$159	\$0	\$80	
HUB ROOM 3	593	\$159	\$0	\$80	
HUB ROOM 3 & 4	1127	\$316	\$0	\$158	
HUB ROOM 3-4-5	1675	\$475	\$0	\$238	
HUB ROOM 4	534	\$159	\$0	\$80	
HUB ROOM 4 & 5	1082	\$316	\$0	\$158	
HUB ROOM 5	548	\$159	\$0	\$80	
HUB VIP 1	415	\$173	\$0	\$87	
HUB VIP 2	725	\$173	\$0	\$87	
HUB VIP 3	300	\$145	\$0	\$73	
HUB CORNER POCKET					
-Corner Pocket (Before 6 p.m.)	4824	\$200	\$50	\$100	
-Corner Pocket (After 6 p.m.)	4824	\$260	\$65	\$130	
HUB SIDE POCKET STAGE	1886	\$120	\$30	\$60	
JC 234	238	\$100	\$0	\$50	
JC 239A	744	\$200	\$0	\$100	
JC 243	178	\$100	\$0	\$50	
JC 244	174	\$100	\$0	\$50	
JC 2ND FL NE LOUNGE	578	\$200	\$0	\$100	
JC 2ND FL NW LOUNGE	578	\$200	\$0	\$100	
JC 2ND FL WEST LOUNGE	1398	\$200	\$0	\$100	
JC 3RD FL EAST LOUNGE	1158	\$200	\$0	\$100	
JC 3RD FL WEST LOUNGE	1158	\$200	\$0	\$100	
JC 3rd FL NW LOUNGE	593	\$200	\$0	\$100	
JC ATRIUM	5654	\$3,163	\$0	\$1,582	
JC BISTRO	5065	\$750	\$0	\$375	
JC CINEMA + CINEMA LOBBY	3491	\$1,265	\$0	\$633	

JC DEWBERRY	10028	\$2,373	\$0	\$1,187
JC DEWBERRY LOBBY	6440	\$316	\$0	\$158
JC DEWBERRY NORTH	5014	\$1,201	\$0	\$601
JC DEWBERRY PRE-FUNCT HALL	2101	\$316	\$0	\$158
JC DEWBERRY SOUTH	5014	\$1,201	\$0	\$601
JC G34-DANCE STUDIO	2007	\$633	\$0	\$317
JC GEORGES	321	\$950	\$0	\$475
JC GOLD RM	902	\$200	\$0	\$100
JC ROOM A	919	\$200	\$0	\$100
JC ROOM B	793	\$200	\$0	\$100
JC ROOM C	894	\$200	\$0	\$100
JC ROOM D	899	\$200	\$0	\$100
JC ROOM E	937	\$200	\$0	\$100
JC ROOM F	967	\$200	\$0	\$100
JC ROOM G	966	\$200	\$0	\$100
SUB I 3A	525	\$159	\$0	\$80
SUB I 3B	1033	\$159	\$0	\$80
SUB I East Lounge	396	\$145	\$0	\$73
SUB I PATRIOTS LOUNGE	4004	\$145	\$0	\$73
SUB I RATHSKELLER	2403			
MERTEN 1201	2215	\$1,000	\$0	\$500
MERTEN 1202	933	\$500	\$0	\$250
MERTEN 1203	924	\$500	\$0	\$250
MERTEN 1204	1189	\$500	\$0	\$250
MERTEN 2500	494	\$145	\$0	\$73
MERTEN 3300	659	\$145	\$0	\$73
MERTEN 3005	186	\$100	\$0	\$50
MERTEN Lobby	783	\$680	\$0	\$340
RESEARCH 163 and Lobby	1649/688	\$1,000	\$0	\$500
RESEARCH 161	500	\$173	\$0	\$87
RESEARCH 162	551	\$173	\$0	\$87
RESEARCH 91	287	\$145	\$0	\$73
RESEARCH 92	343	\$145	\$0	\$73
RESEARCH 301	489	\$100	\$0	\$50
RESEARCH 302	457	\$100	\$0	\$50

FAIRFAX OUTDOOR VENUE RATES

<i>Space Name</i>	<i>SQ FT</i>	<i>External</i>	<i>Internal</i>	<i>Sponsored</i>
<i>Fairfax Campus</i>				
HUB CORNER POCKET PATIO	???	\$120	\$30	\$60
JC WILKINS PLAZA	21000	\$1,581	\$0	\$791
JC WILKINS PLAZA CLOCK	10500		\$0	\$0
JC WILKINS PLAZA STATUE	10500		\$0	\$0
JC SOUTH PLAZA	10740	\$949	\$0	\$475
SOUTHSIDE PLAZA	????	\$950	\$0	\$475
STARBUCKS PATIO	????		\$0	\$0
SUB I PATIO	???	\$500	\$0	\$250
SUB I QUAD	24000	\$1,581	\$0	\$791

High Profile/High Impact Events

