

University Policies:

[Policy 1110: Vending Sales and Solicitations](#)

[Policy 1103: Space Utilization and Scheduling](#)

[Policy 1109: Poster Posting](#)

[Policy 1128: Use of Amplified Sound in Outdoor Spaces](#)

[Policy 1402: Animal Control Policy](#)

[Policy 2101: Travel, Meals, and Entertainment Expenditures](#)

[Policy 2105: Cash Handling](#)

[Policy 2207: Inclement Weather/Emergency Closures](#)

[Policy 48: Building Entry and Access](#)

[Lost & Found](#)

[Free Speech at Mason](#)

Event Services Procedures:

Outdoor Space Use Guidelines

Outdoor gatherings, events, and displays must operate in accordance with the University Policies #1103, #1109, #1110, #1112, and #1140, as well as the Student Centers Outdoor Space Use Guidelines and Outdoor Temporary Display/Structure Procedures and Guidelines.

[**Click here to view the full Outdoor Space Use Guideline.**](#)

[**Click here to view the Outdoor Temporary Display/Structure Guideline.**](#)

[**Click here to view our full list of venue diagrams including outdoor spaces.**](#)

Advertise Your Event

Once your event details are confirmed, you'll want to spread the word out about your event. Before advertising be sure to double check the details, such as the time and location of your event which is listed on your venue confirmation. Visit our Advertising page to find out about promotional opportunities available through Student Centers, such as kiosks, flyers, easels and lawn signs.

[Click here to view Student Centers advertising opportunities.](#)

You can also have your event listed on the Today@Mason calendar by contacting your venue scheduler.

[TODAY@Mason Instructions.](#)

Temperatures in Venues

Heating and cooling in Student Centers buildings is regulated and monitored by Facilities. The acceptable temperature range established by the University is between 69 and 77 degrees Fahrenheit.

- a. If a reading falls outside of this range, a Student Centers staff member will contact Facilities to report the current temperature and request the system to check that it is operating properly.
- b. If a client desires the temperature set outside that range, a work order should be submitted to Facilities in advance of the event date.

Inclement Weather and Emergency Closure Impact on Events

The following information is the standard procedures for Student Centers when the University makes announcements regarding closures and delays related to weather. During these times services may be limited or cancelled.

[Click here to view our inclement weather page.](#)

In the instance of inclement weather, please follow Mason Alerts or visit gmu.edu for the most up to date information related to closures and delayed openings.

Early Open / Late Close

Access to venues prior to or after regularly scheduled building hours requires special approval. Requests should be communicated to the event scheduler as early as possible in the planning process. Your request is not approved until written confirmation is received. There are special fees for opening and closing the facilities/venues beyond regular building hours. Confirmed requests for early opening and/or late closing are subject to the following fees:

\$150 for the 1st hour (or partial hour) PLUS \$40 for each additional half hour (or increment thereof).

[Click here to view our standard building hours.](#)

Setup Changes and Related Charges

Student Centers reserves the right to deny a setup change requested less than 24 hours prior to the event, as most events are set up one day in advance of your reservation date. If a client requires a major setup change (different than what was confirmed in 25Live) after the room is already set up, the client may incur the following fee(s):

- a. \$100 for each large meeting space.
- b. \$50 for each small meeting space.

Changes will only be made if time and resources allow. Clients will also be charged a major setup change fee if they remove furniture or resources from spaces that they have not reserved for use at their own event/location. Only Student Centers staff should move, arrange, setup or strike event furniture and equipment. Any damages to the space or excessive cleaning/rearrangement required post-event will result in a damage and/or cleanup fee comparable to the damage done. Clients are reminded to leave the space as they found it.

Cancellation and No-Show

Events in venues managed by Student Centers Event Services must be cancelled at least one business day in advance of the event start time in order to avoid a fee. Events cancelled with less than one business days' notice will incur a late cancellation fee of:

- a. \$75 for each large meeting space.
- b. \$25 for each small meeting space.

If the group is a no-show* the following fees will be assessed:

- a. \$100 for each large meeting space.
- b. \$50 for each small meeting space.

Events clearly labeled as "Rain Location" in 25Live will not be charged any fees if the client ends up not needing the rain location site. This will not be considered a no-show. If you reserve several spaces for your event and do not use any one of your assigned spaces, you will be charged a no-show fee for each space not utilized during your event. Be sure to release any spaces you will not need at least one business day in advance of your event start time in order to avoid a fee. *An event is considered a no-show if event staff visits the space 3+ times during the event reservation time and finds no one in the space. If you only plan on using your reserved location for a small portion of the scheduled time, be sure to update your reservation to reflect the shortened time and notify event staff that you are present for your event.

Billing Timeline, Chargebacks, and Rates

Event Services will send out invoices for all support services at the end of each month for final review before billing. On approximately the 10th of the following month Event Services will perform Journal Voucher Chargebacks for clients utilizing a University Organization Code for payment. If an Organization is paying by check, all checks must be made out to George Mason University. Event Services has three different billing rates (Internal, External, Jointly Organized). Rates are based primarily on method of payment:

UNIV ORG CODE: For University entities paying by a University Organization Code the rate will be based on the 25Live classification of the event.

CHECK/CREDIT CARD: For services being paid for by other means (check or credit card) the rate will be billed as External.

FOUNDATION ACCOUNT: Checks from Foundation Accounts will be classified the same as if paying with University Organization Code.

STUDENT ORG ACCOUNT: Student Organizations are not permitted to make payment via check but may instead deposit their check directly into their organization account prior to the charge back being assessed.

Mason Event Food Safety

Review this policy for details regarding food and beverages at events and activities

[Click here for more information about the Mason Event Food Safety](#)

General Guidelines for Space Use

Decorations

- a. Helium balloons are not allowed in the Johnson Center; however they are allowed in SUB I and The Hub.
- b. Tape and/or adhesive is not allowed on the floor in any event space.
- c. Scotch tape, duct tape, thumbtacks, or any other strong adhesive is not allowed on any surface in the facilities.
- d. Only adhesive allowed on walls, glass, dry erase boards, or easels is blue painter's tape.
- e. No decorations, banners, or other materials are permitted to be hung from the ceiling in event spaces.
- f. No glitter is allowed in any event space – the use of glitter will result in an automatic cleaning fee.
- g. Other similar products, if not cleaned up by clients at the end of an event, may result in cleaning fees (including but not limited to confetti, sequins, and other similar items).
- h. No postings are allowed outside of the reserved event space, including the doors leading into the event space, without prior approval from Student Centers.

Safety and Security

- a. The only animals allowed in the facilities are service animals.
- b. Smoking, e-cigarettes, and vape pens are not allowed in the facilities.
- c. Open flames are prohibited in the facilities including but not limited to candles and incense.
- d. Please ensure that egress routes are kept clear of obstructions and that fire exits are accessible at all times. Cords and cables should not be run across doorways or entry points.
- e. Event and building patrons must follow all fire safety guidelines as **outlined in the Campus Fire Safety Plan**.

Venue Damages and Charges

PAINTING

- a. Painting is not allowed anywhere inside the Johnson Center, The Hub, SUB I, or Merten Hall including event spaces, meeting rooms and common areas or on any Student Centers indoor

furnishings.

b. Painting is permitted outdoors on grass areas with prior approval.

PAINT, DYE, OR CHALK POWDER AT OUTDOOR EVENTS

a. Crafts and activities involving the usage of paints, dyes, or chalk powders are permitted only in outdoor event spaces.

b. Where these materials are used at or near event furnishings, such as tables, chairs, or staging, these surfaces must be covered and protected from damages.

c. Plastic tablecloths or other coverings can be secured using blue painters tape.

d. At events where paints or chalk powders are used at or near the stage, the stage should be covered and protected as well.

e. Damage or cleaning fees will be assessed as needed. Please let us know if you have any questions.

DAMAGES AND CLEANING

a. All materials must be cleaned up/removed completely when event ends.

b. Any damage to the space or need for excess cleaning will be billed directly to their organization.

c. Groups must clean up and discard all catering residuals when using a caterer other than Sodexo.

Furnishings and Equipment

a. Clients are not permitted to alter the space in any way – i.e. removing or relocating plants, art, or installations that are fixtures in the space.

b. Clients should not rearrange furniture in the venue. Ask for assistance from Student Centers Staff.

c. Patrons should not stand on furniture – including chairs and/or tables.

Legal

Clients are responsible for obtaining all licenses and approvals in accordance with all university, local, state and federal requirements, including but not limited to public performance rights and vendor sales licenses.

Scheduling and Approvals

- a.** Johnson Center and The Hub venues may be scheduled until 11:00pm, and SUB I until 10pm.
- b.** The Hub Ballroom, JC Dewberry Hall, and JC Bistro, may be scheduled until 1am on Friday and Saturday without prior approval during Fall and Spring academic semesters. During other periods, special approval may be necessary.
- c.** Special approval is required for use of the JC Atrium, JC Lounges, and SUBI Patriots Lounge. However, all requests must be initiated with University Events.
- d.** Special approval is required for use of the JC North, South and East Plazas, Southside Plaza, and SUBI Quad. However, all requests must be initiated with University Events.
- e.** Dewberry Hall Lobby may be reserved as part of an event in Dewberry Hall and Dewberry Hall South.
- f.** Pre-function Hallway may be reserved as part of an event in Dewberry Hall or Dewberry Hall North.
- g.** Where time and space related approvals are needed, University Events will coordinate all requests.