

George Mason University classifies events as Internal and External. An Internal Event is an Event scheduled and organized solely by a University Client, branded solely as an Event of the University, and that is related to the educational mission of the University or University business. An External Event is any Event that is not an Internal Event. Events organized jointly by an Internal and External Clients are classified as External Events but are eligible for discounted rates. Please note that External Clients are required to enter into a formal contract (Event Agreement) with the University for use of University space.

In order to receive discounted rates, you must meet the following requirements. Please carefully read the requirements for discounted rates, initial below and have the form signed by the Dean of your college or the Vice President of your division. **Return the signed form to the Science and Technology Campus Office of Events Management (eventsst@gmu.edu)**. If a form is not submitted prior to the event, your event may be canceled.

EVENT Information

- Reservation Number (from 25-Live): _____
- Event Name: _____
- Event Date/s: _____
- Internal Organization Name: _____
- External Organization Name: _____
 - Type of organization: _____
 - Name and title of signatory authority for External Organization: _____
- George Mason University Point of Contact: _____
- Internal Org Code: _____

Requirements for Discounted Rates: *(By placing your initials in the box next to each statement, you verify the information you provide is correct)*

	Initials
The event is a collaboration between an Internal Organization and an External Organization(s).	
The university and/or my Internal Organization will be recognized in all marketing materials as a sponsor or co-organizer of the event.	
The purpose and content of the event is relative and consistent with the mission of the University.	
The event meets the overall strategic goals and purpose of my Internal Organization.	
The Internal Event Client will be present for the entirety of the event and is the point of contact for University Events. The name of the individual and contact information must be provided at the time the reservation is made.	
Our Internal Organization is responsible for all fees associated with the event.	
This scheduling and execution of this event does not violate University Policy 4001: Conflict of Interests for faculty and staff involved.	

****Note you may be required to provide detailed information prior to approval.****

-Signature Page-

Please print your name and title: _____

Signature: _____ Date: _____

Signature of the Dean of your college or the Vice President of your division & Date:

Signature: _____ Date: _____

Office Use Only:

Approved: YES ☐ NO ☐

Authorizing Signature: _____

Date: _____

Failure to accurately describe an Event or to provide all required information will result in forfeiture of space reservation. Repeated failure by a University Client or an External Client to provide accurate and complete information will result in loss of scheduling privilege, and may result in disciplinary action. (Admin. Policy 1103)