



## Science and Technology Campus General Information for Event Reservations: External Events

By requesting space at Mason's SciTech Campus, you agree that you have read and understand the following policies and procedures regarding the event scheduling process. Please keep a copy of your request and subsequent confirmation for your records.

### Contact Information:

The SciTech Office of Events Management  
George Mason University-SciTech Campus  
Colgan Hall, Suite 217, MSN 5B8  
10900 University Blvd  
Manassas, VA 20110

Email: [eventsst@gmu.edu](mailto:eventsst@gmu.edu)  
703-993-8585

The SciTech Office of Events Management hours:  
Monday through Friday, 8:30 am to 5:00 pm

### Building Hours:

Beacon Hall Conference Center

Monday – Friday: 8:00 am to 5:00 pm

Saturday/Sunday: For availability, please contact the Office of Events Management at 703-993-8585

Charles J. Colgan Hall

Monday - Friday: 6:00 am to 11:00 pm

Saturday: 7:00 am to 8:00 pm

Sunday: 7:00 am to 7:00 pm

Katherine G. Johnson Hall

Monday - Friday: 7:00 am to 11:00 pm

Saturday: 7:00 am to 4:00 pm

Life Sciences and Engineering Building

Monday-Friday: 7:00 am to 11:00 pm

Saturday: 7:00 am to 4:00 pm

Sunday: Card Access Only

*\*\* An early open request can be made through the SciTech Office of Events Management. There is an additional charge.*

### Event Definition and Classification

An event is defined as a meeting, conference, presentation, gathering, or other activity in any location on George Mason University's campuses, excluding academic classes and routine internal departmental activities.

Events organized by clients outside of the University will be categorized as External.

## Accommodations Overview

Beacon Hall Conference Center has two large, adaptable multipurpose rooms with flexible seating configurations that can hold up to 150 people in each room. The rooms are divided but have a double-wide door for paring together and there is a spacious lobby which can be used for registration and/or catering.

Katherine G. Johnson Hall has large and small classroom spaces along with a large Atrium.

Life Sciences and Engineering Building has a large, adaptable multipurpose room with flexible seating configurations that can seat up to 155 people and a pre-function lobby which can be used for registration, greeting or cocktail reception area.

Verizon Auditorium, located in Charles J. Colgan Hall, features fixed, tiered seating for 295 people with the capability to host a panel discussion on stage. Adjacent to the auditorium are four multipurpose breakout rooms with flexible seating configurations for seminars, workshops, lectures, and training sessions, and a lobby perfect for registration and/or catering.

The availability of classrooms depends on the academic calendar. Please note that all classroom requests (M-F) for space during Spring and Fall terms cannot be processed until after the late add period has passed for that specific term. Requests for Summer Term spaces will be processed as soon as permitted by Summer Term office (usually after the first week of April).

## Requesting Space

- External Event requests for classroom spaces require at least 10 business days' notice.
- Any event that occurs in a major event space (multipurpose rooms and auditoriums) requires at least 30 days' notice.
- Any event needing installation of software requires at least 14 business days' notice.
- Any outdoor events that require amplified sound of any level (bullhorn, microphone/speaker, full band, movie, etc.) will need to be reviewed by the SciTech Office of Events Management. Coordination of services will need to be organized well in advance. Requests for outdoor amplified sound must be placed at least 60 days in advance.

### Event spaces

Beacon Hall Conference Center with multipurpose rooms and lobby, Life Sciences and Engineering Building with multipurpose room and pre-function lobby, and Verizon Auditorium with breakout rooms and lobby may be booked one year in advance.

*\*\* Please note that if reservation deadlines are not met, Mason has the right to deny any AV support, equipment, or setup change.*

External clients can request event space via our [SciTech Campus External Event Reservation Request Form](#). In order to confirm reservations, a signed contract, a Certificate of Insurance, and a 20% non-refundable deposit is required.

**Certificate of Insurance:** All organization/users who organize or host events on campus, even when collaborating with the University, must be insured for liability. Users must provide evidence of such coverage (Certificate of Insurance) to the SciTech Office of Events Management no less than one week prior to the event start. If you are partnering with an organization not insured, they can purchase event insurance from here: <https://tulip.ajg.com/>.

Please do not advertise for your event without written confirmation of your reservations from the SciTech Office of Events Management.

### **Event Support Services**

The SciTech Office of Events Management can provide tables and chairs for your event in a variety of configurations depending on your event need. Basic needs, such as easels and pads to an event requiring special equipment including a portable stage or directional signage, are available upon request. Black tablecloths/skirting for tables and high-top tables, accompanied with up-lighting, can be provided for non-catered events only.

Our event spaces are furnished with state-of-the-art in room or portable audiovisual systems and equipment. During your event our tech assistants will be present to help you with all of your A/V needs including sound, presentations, panels, audio/visual recording.

For a full list of resources, technology and fees for our event spaces, please visit our website or inquire with our Events and Scheduling Coordinator at 703-993-8585.

### **Catering Services**

All groups hosting events on campus where food is being served must be prepared by a Mason approved, licensed and insured caterer. Approved caterers, including Chartwells on campus catering-Crafted 1972, the University's catering service, are listed on the [George Mason University, Auxiliary and Business Services, Approved Caterers website](#). If your caterer is not on the approved list, follow the instructions to have them approved.

The SciTech Office of Events Management, does not provide linens or tablecloths for catered events. Any linens must be requested through the client's approved caterer of choice or a third party.

Catering is organized as a separate bill and is the responsibility of the external client and Mason approved caterer.

All alcohol served on campus must be served by a Mason approved caterer with the appropriate ABC liquor license. Location of the event with alcohol requires approval in advance. Events with alcohol are required to have police present.

To begin a consultation with the Special Events Officer, please complete the [Special Events Staffing/Police Request Form](#). Mason Police will evaluate your event and determine staffing of safety personnel based on the details provided.

### **Parking**

Parking is available on campus at the rates listed below.

Daily Permit, Monday through Sunday: \$8.50 per day

Weekly Permit: \$35.00

Parking for Large Groups: Please contact SciTech Campus Office of Events Management, Events and Scheduling Coordinator for parking assistance.

For more information on parking, please visit: <https://transportation.gmu.edu/scitech-campus>

### **Billing**

All External Events will be billed for space rental, audio-visual equipment, additional event resources, labor, housekeeping, and additional services requested by the client and as determined by the SciTech Office of Events Management, Events and Scheduling Coordinator. Event invoices can be paid by company check, credit card (Visa/Master Card), or money order.

The SciTech Office of Events Management does NOT accept cash.

“Late Add” events include any events scheduled within 30 days or less before the date of the event. Late Add events require an upfront total payment. There are no refunds for cancellations of these Late Add events.

Estimated invoices are sent to the Point of Contact for the event listed on the initial event request form during the planning process. A final invoice will be sent within one month of the completion of the event.

Full payment is due within 30 days of invoice billing.

By requesting space at the SciTech campus, you agree that you have read and understand the policies and procedures regarding the event scheduling process as listed above. Please keep a copy of your request and subsequent confirmation and documents for your records.

**Cancellation Policy**

- Cancellations of events must be submitted at least two weeks prior to the actual date of the event.
- Should the event be cancelled less than two weeks prior the actual event date, George Mason University reserves the right to charge the client 75% of the Client’s Estimated Invoice and shall retain any deposit received.

For information on the University’s scheduling policy, see [University Policy 1103](#).