



## Events SciTech Campus

George Mason University

10900 University Blvd, Manassas VA 20110

Phone: (703) 993-8585

<http://scitechcampus.gmu.edu/events-scheduling/>

### Meeting & Event Space

The Science and Technology Campus located in Manassas has many options for event space throughout campus including space in Colgan Hall, Beacon Hall, Bull Run Hall and Discovery Hall. Colgan Hall boasts Verizon Auditorium a 300 seat auditorium, 4 multipurpose rooms with flexible seating and a lobby. Within Beacon Hall are 2 large multipurpose rooms with flexible seating and a nice sized lobby. Large and small classroom spaces can be found in Bull Run Hall along with a large Atrium. Discovery Hall has a 100 seat auditorium great for lectures or training sessions. Space priority is given to GMU groups with the ability to provide space for the general public throughout the year. Cost estimates can be provided upon request.

### Building Hours

Building hours vary. The SciTech Events department is open Monday – Friday: 9 am – 5 pm. Site tours are by appointment only.

### Event Support Services

Tables and chairs for your event are available in a variety of configurations depending on your needs. Easels and pads can be provided upon request. If an event requires special equipment, including a portable stage, high table tops for receptions, or linen/skirting for tables, a recommended vendor can be provided to you.

### Catering Services

All groups hosting events on campus must use Mason Catering (Sodexo) or another University Approved Caterer for your event. A list can be provided for you when requesting space. For more information on Mason Catering services, call the catering office at 703-993-3302. The Events SciTech Campus does not provide linens or tablecloths.

### Alcohol

All Alcohol served on campus must be served by an Approved Caterer with the appropriate ABC liquor license. Location of the event with alcohol requires approval in advance.

### Audio Visual Needs

Events Management can provide state-of-the-art in-room or portable audio-visual equipment for your event needs. Our techs can assist with all of your needs including presentations, panels, and audio recording. Classroom Technologies support the audio-visual equipment for an event held in classroom space only. Tech and Equipment fees apply.

### Parking

Parking is available on campus at a rate of \$2 per hour with a maximum daily rate of \$6, Monday through Friday. Parking in the Occoquan lot and Tower Lot can be paid at the parking kiosk located in the lot. The machines accept Visa, MasterCard, coins & dollar bills or the Events Coordinator can assist you with your parking arrangements.

### Reservation Forms for events

In order to host an event, please email Events SciTech Campus at [eventsst@gmu.edu](mailto:eventsst@gmu.edu)

Please submit your requests at least 2 weeks in advance of your event date. The turnaround time for space requests is approximately 48 hours, depending on the complexity of your event. General event policies are also available on the Events Management website.

### Event Agreements, Estimated Invoices, Cancellation, No Show, Setup Change and Damage Fees

If you have a current reservation and need to cancel or change your request, an event coordinator will work with you to accommodate your request. An estimated invoice will be provided to you. Events require a signed estimated invoice and may require a 15% non-refundable deposit before the event can be confirmed.

### Inclement Weather

If the University is closed due to inclement weather, events are canceled. For delayed openings, contact your Event Coordinator.

**For questions, please contact Erin Iacangelo, Event Coordinator SciTech Campus  
at (703) 993-8585 or [eventsst@gmu.edu](mailto:eventsst@gmu.edu)**