



**Prince William Campus
Space/Room Reservation Form**
703.993.8334 phone / 703.993.8360 fax

FOR OFFICE USE ONLY:

EVENT # A Scheduled by _____
 SP# _____ Confirm Sent _____
 Internal / External _____ WO# (Facilities) _____
 Sponsored (form req'd) _____ WO# (Hskpg) _____
 Received On _____ Estimate Sent (Date) _____

Please allow **48 hours for reservations to be processed**. A reservation will only be processed if all forms are received by PWC Events. A confirmation number for your event will be sent via email. Reservations are on a first-come, first-served basis only. Please contact our office if you have any questions or concerns

Please fax completed form to: 703-993-8360

STEP 1: Event Detail Information

PERSON MAKING RESERVATION _____ PERSON ON-SITE (DAY OF EVENT) _____
 BILLING ADDRESS _____ DEPART. / COMPANY _____
 NAME _____ TITLE of EVENT _____
 CITY _____ STATE _____ ZIP _____ DATE REQUESTED _____
 PHONE _____ START TIME _____ END TIME _____
 EMAIL _____ MSN _____ ESTIMATED ATTENDANCE _____
 FAX _____ ROOM(S) REQUESTED _____
 ARRANGEMENT STYLE (in non-fixed rooms only) _____ ON-SITE ARRIVAL TIME _____
 (NO CHARGE for Standard Conference Square)
Any other set up (theatre, classroom, clusters) will incur a \$150 set up/reset fee PER room for External/Rental clients
 WILL FEES BE CHARGED? YES* (please explain below) NO
**Can affect AV charges.*

STEP 2: Audio/Visual Support (Please refer to www.classtech.gmu.edu for associated AV policies and request deadlines)

Daily AV Support/Equipment Fees (Internal, Sponsored, External)	Ancilliary Equipment	# Requested
Electronic Classroom \$NC \$175 \$350	Easel \$15/day each	_____
Computer Classroom (25-30 people) \$NC \$300 \$600	Flip Chart/Pad \$25/day each	_____
LCD Projector \$NC \$125 \$250	Markers	_____
Laptop computer \$NC \$ 25 \$ 50	Microphones: YES NO TYPE _____	_____
Overhead Projector \$NC \$NC \$ 25		
Internet/Phone Access/software install discuss with event coordinator		

****Equipment Fees applied to EACH ROOM used / per day****

AV Technician On-Site
 \$ 40 / hour – External/Rental: (mandatory for all external/rental events for full duration of event)
 \$ 30 / hour – Internal/Sponsored GMU: Hours Requested (2 hr minimum) _____ **Check here if NO A/V is Required** _____

STEP 3: Catering

WILL YOUR EVENT HAVE CATERING? YES * NO
 (NOTE: Housekeeping fees may apply if event involves food.)
 NAME OF CATERER _____
 (all caterers must be on the GMU Approved Caterer List, licensed, and insured)
 ARRIVAL TIME ON-SITE _____
 SERVING: BRKFST/COFFEE LUNCH BREAK ALL RECEPTION Will Alcohol Be Served? YES NO
 If YES, GMU Police must be present and will be billed to client/dept

STEP 4: Parking

All vehicles must have a parking pass. Passes available on a per-event basis. _____ Passes Printed PICK-UP / MAIL
 Please contact PWC event coordinator at 703-993-8334 for individual and package arrangements.

I have provided the information appearing on this reservation form and agree to and have the authority to commit the organization represented for the charges related to the support and AV services requested, as well as for assessments for any damages to the reserved facilities during the occupancy. I have read the Scheduling Instructions and Regulations for Facilities use and agree to comply with them as conditions for use. ****all fees subject to change****

Signature of Responsible Party For Event Commitments Above:

SIGNATURE: _____ DATE: _____ ORG/Fund #: _____
 (MUST PROVIDE) (required if GMU)

Events held at Mason often require services offered by other campus departments. These departments include Parking Services, Dining Services, Physical Plant, A/V, and Information Technology Unit. The procedures for obtaining these services and their availability differ from department to department.

Room Rental Fees (External Clients Only)

FEE		PER DAY
Verizon Auditorium:	Profit -	\$850.00
	Non Profit -	\$575.00
Breakout Rooms 110 A, E, H, & L	Profit -	\$150.00 each
	Non Profit -	\$100.00 each
Bull Run Electronic Classroom Fees:		
10-49 People:	Profit -	\$150.00
	Non Profit -	\$100.00
50-130 People:	Profit -	\$275.00
	Non Profit -	\$175.00
Computer Lab:	Profit -	\$500.00
	Non Profit -	\$250.00

ALL FEES ARE SUBJECT TO CHANGE. PLEASE DISCUSS APPLICABLE FEES (i.e. parking, police, catering, housekeeping, A/V services) WITH DEPARTMENT EVENT COORDINATOR DIRECTLY. These will be **ADDITIONAL** to the room rental cost(s).

Prices effective June 1, 2009

Support Services Phone Numbers

Parking	703-993-4808 – PW Office
Catering	703-993-3302 – Sodexo
ITU/AV	703-993-8499 – Support Line
Physical Plant	703-993-2525 – Support Line
Housekeeping	703-993-2525 – Support Line
PWC Police	703-993-8370 – On Site 24hrs

Building Hours

Occoquan Building	Mon-Thur – 7am-11pm
	Fri – 7am-8pm/ Sat – 7am-6pm
	Sun – 12pm-7pm
Bull Run Hall	Mon-Thur – 7am – 11pm
	Fri – 7am-8pm / Sat 9am – 2pm
	Sun –CLOSED
Discovery Hall	Mon-Fri – 8am-5pm
	Sat & Sun - CLOSED

(Discovery Hall is a Secured Facility – special arrangements must be coordinated with Security Desk prior to event)

Daily Equipment Rental Fees

Equipment Fees	Internal	Sponsored	External
Smart/Electronic Room	NC	\$150	\$300
Computer Lab Full day = 5+ hours			
25-30 PCs	NC	\$300	\$600
31-48 PCs	NC	\$375	\$750
49+ PCs	NC	\$450	\$900
Half day = 4 or less hours			
25-30 PCs	NC	\$150	\$300
31-48 PCs	NC	\$187.50	\$375
49+ PCs	NC	\$225	\$450
Management/Support Fees			
AV Support (2hr minimum)	\$30/hour	\$40/hour	\$40/hour
Software installation* (At Arlington Campus, software installations are handled by a different department and therefore may have different costs.)	\$30/hour	\$40/hour	\$40/hour
Equipment Fees			
Remote PPT clicker	No Charge	\$2.50	\$5
DVD/VCR	No Charge	\$25	\$50
PC/Laptop	No Charge	\$37.50	\$75
LCD/DLP Projector	No Charge	\$125	\$250
Overhead Projector	No Charge	No Charge	\$25
Speakerphone	No Charge	\$37.50	\$75
PA System with 1 microphone (Arlington and Prince William Only)	\$10 if wireless	\$50	\$100
PA System with up to 4 microphones (Arlington and Prince William Only)	\$25 if wireless	\$75	\$150
Videoconferencing System Fees - See http://videoconference.gmu.edu/VCRequests.htm for fees	See Video Conference web page	See Video Conference web page	See Video Conference web page

* The \$25 charge for an Internal user of a Smart Classroom includes the use of a laptop computer at no additional charge, upon request of a client.

** The \$25 charge for an Internal user of a PC/Laptop and LCD or DLP Projector includes the use of either or both devices for a single \$25 charge.

Prices effective June 1, 2009