

## **APPENDIX III FEES ASSOCIATED WITH UNIVERSITY FACILITIES & SERVICES.**

### **A. Fees**

The fees associated with the use of George Mason University facilities and services are presented in this section. The fees listed are in effect for George Mason University fiscal year 2000-2001, unless noted otherwise. The Office of the Senior Vice President must approve increases or decreases in fees listed for the facilities and services. All increases and decreases in fees are to be submitted to the Associate Vice President of University Services for processing the approval. No fee change shall be implemented without the approval of the Office of the Senior Vice President.

### **Definitions of Fees**

#### ***Rental Fee***

This fee is the cost of using a space for a particular length of time. The Rental Fee includes HVAC support, Electricity, lighting and equipment assigned to the space. (see Equipment &/or Service Fees below)

#### ***Administrative Fees***

Administrative Fees include all personnel fees applicable to opening and closing a facility, securing a facility, Opening and/or closing a building after posted hours, indirect costs (ie credit card costs etc), consumables and or damage associated with the event, equipment or personnel.

#### ***Cleaning Fee***

For Rental spaces where the normal operation of the staff assigned and/or where the the original purrpose of the space is exceeded, Cleaning charges may apply.

Cleaning Fees include emptying of trash containers into appropriate dumpsters, floor cleaning, spot cleaning of furniture and minor furniture repair. Additional charges may apply through extenuating use of the rented space.

#### ***Equipment Fees & or Services***

Equipment & or services required for your event/ meeting are NOT always FREE of Charge. BASIC equipment is provided with each room. BASIC Equipment MUST BE ORDERED on the Room Reservation Form at the time of placing the room reservation form. ADDITIONAL or upgraded equipment may be obtained through either AV Services, Events Production or Mutimedia Productions.

AV Services is a self pickup and deliver service provided for all GMU Staff and Faculty. Call x32206 for details

Events Production supplies upscale equipment for larger meetings and events. This equipment is NOT free of charge and usually requires the services of a technician. (also not free) call x 33773 for details and prices.

Multimedia Production Services are required for ANY additional equipment or services for your meeting or event in Mason Hall. This equipment &/or services are NOT free and usually require the services of a technician. call Don Verly @ x38816 for details.

## Athletics

		GMU Organization				Non GMU Organization		
		Rental Fee	Cleaning Fee	Admin Fee	**	Rental Fee	Cleaning Fee	Admin Fee
<b>PE Building</b>								
Linn Gym	Day	N/C	as billed	Yes	**	\$1,500	as billed	Yes
	Evening	N/C	as billed	Yes	**	\$1,500	as billed	Yes
	Day & Evening	N/C	as billed	Yes	**	\$2,500	as billed	Yes
<b>Auxiliary Gym</b>								
	Day	N/C	as billed	Yes	**	\$1,000	as billed	Yes
	Evening	N/C	as billed	Yes	**	\$1,000	as billed	Yes
	Day & Evening	N/C	as billed	Yes	**	\$1,500	as billed	Yes
<b>Tennis Courts</b>								
	Per court/per day	N/C	as billed	Yes	**	\$250	as billed	Yes
<b>Robinson Field</b>								
	Day	N/C	as billed	Yes	**	\$750	as billed	Yes
	Evening	N/C	as billed	Yes	**	\$750	as billed	Yes
	Day & Evening	N/C	as billed	Yes	**	\$1,000	as billed	Yes
<b>Sports &amp; Recreation Complex</b>								
Field House	Day	N/C	as billed	Yes	**	\$3,000	as billed	Yes
	Evening	N/C	as billed	Yes	**	\$3,000	as billed	Yes
	Day & Evening	N/C	as billed	Yes	**	\$5,000	as billed	Yes
<b>Stadium</b>								
	Day	N/C	as billed	Yes	**	\$4,000	as billed	Yes
	Evening	N/C	as billed	Yes	**	\$4,000	as billed	Yes
	Day & Evening	N/C	as billed	Yes	**	\$6,000	as billed	Yes
<b>Spuhler Field</b>								
	Day	N/C	as billed	Yes	**	\$1,500	as billed	Yes
	Evening	N/C	as billed	Yes	**	\$1,500	as billed	Yes
	Day & Evening	N/C	as billed	Yes	**	\$2,000	as billed	Yes
<b>Softball Field</b>								
	Day	N/C	as billed	Yes	**	\$1,500	as billed	Yes
	Evening	N/C	as billed	Yes	**	\$1,500	as billed	Yes
	Day & Evening	N/C	as billed	Yes	**	\$2,000	as billed	Yes
<b>Recreation Field</b>								
	Day	N/C	as billed	Yes	**	\$750	as billed	Yes
	Evening	N/C	as billed	Yes	**	\$750	as billed	Yes
	Day & Evening	N/C	as billed	Yes	**	\$1,000	as billed	Yes
<b>Weight Room</b>								
	Day	N/C	as billed	Yes	**	\$1,500	as billed	Yes
	Evening	N/C	as billed	Yes	**	\$1,500	as billed	Yes
	Day & Evening	N/C	as billed	Yes	**	\$2,000	as billed	Yes
<b>Raquetball Court</b>								
	4 hours	N/C	as billed	Yes	**	\$100	as billed	Yes
	8 hours	N/C	as billed	Yes	**	\$250	as billed	Yes
	Day & Evening	N/C	as billed	Yes	**	\$500	as billed	Yes

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		GMU Organization				Non GMU Organization		
		Rental Fee	Cleaning Fee	Admin Fee	**	Rental Fee	Cleaning Fee	Admin Fee
<b>Aquatic &amp; Recreation Center (Fairfax)</b>								
Competition & Rec Pools	per hour	\$440	as billed	Yes	**	\$440	as billed	Yes
<b>Class/ Conference Room</b>								
	per hour	\$15	as billed	Yes	**	\$15	as billed	Yes
	per day	\$60	as billed	Yes	**	\$60	as billed	Yes
<b>Competition Pool (only)</b>								
	per hour	\$360	as billed	Yes	**	\$360	as billed	Yes
<b>Recreation Pool (only)</b>								
	per hour	\$200	as billed	Yes	**	\$200	as billed	Yes
<b>Lane Rentals (non-exclusive use of facility)</b>								
	per lane/ per hour	\$16.50	as billed	Yes	**	\$16.50	as billed	Yes
<b>Freedom Aquatic &amp; Recreation Center (Prince William)</b>								
Entire Facility	per hour	\$825	\$225.00	Yes	**	\$825	\$225.00	Yes
Competition Pool (only)	per hour	\$295	\$100.00	Yes	**	\$295	\$100.00	Yes
Leisure Pool (only)	per hour	\$185	\$75.00	Yes	**	\$185	\$75.00	Yes
Gym Rental	per hour	\$135	\$40.00	Yes	**	\$135	\$40.00	Yes
<b>Fitness Area</b>								
	all areas - per hour	\$250	\$40.00	Yes	**	\$250	\$40.00	Yes
	Cardio or Weight (only) per day	\$40	Yes	Yes	**	\$40	Yes	Yes

## Center for the Arts

		GMU Organization				Non GMU Organization		
		Rental Fee	Cleaning Fee	Admin Fee	** **	Rental Fee	Cleaning Fee	Admin Fee
<b>Concert Hall</b>								
Per Performance Day:	Mon -Thurs	\$3,000	additional	Yes	**	\$3,000	additional	Yes
	Fri -Sun	\$4,000	additional	Yes	**	\$4,000	additional	Yes
Per Non Performance Day:	Mon -Thurs	\$1,000	additional	Yes	**	\$1,000	additional	Yes
	Fri -Sun	\$1,500	additional	Yes	**	\$1,500	additional	Yes
Recording Rate, per day		\$1,000	additional	Yes	**	\$1,000	additional	Yes
Overtime Fee per hr		\$200	additional	Yes	**	\$200	additional	Yes

Labor, Equipment and Advertising fees are additional.

### **Harris Theatre**

Per Performance Day		\$0	incl	Yes	**	\$ 1,500	additional	Yes
Per Non Performance Day		\$0	incl	Yes	**	\$ 500	additional	Yes
Recording Rate, per day		\$0	incl	Yes	**	\$ 750	additional	Yes

Labor, Equipment and Advertising fees are additional.

## Center for Innovative Technology

		GMU Organization			Non GMU Organization				
		Rental Fee	Cleaning Fee	Admin Fee		Rental Fee	Cleaning Fee	Admin Fee	
Seminar Rooms					**				
	Room #406	16 max	\$50	incl	Yes	**	\$135	incl	Yes
	Room #407	25 max	\$50	incl	Yes	**	\$135	incl	Yes
	Room #408B	Tiered/ 40 max	\$50	incl	Yes	**	\$150	incl	Yes
	Room #408A	4 max	\$50	incl	Yes	**	\$65	incl	Yes
	Room #409	6 max	\$50	incl	Yes	**	\$65	incl	Yes
	Room #410	8 max	\$50	incl	Yes	**	\$65	incl	Yes
	Room #411	8 max	\$50	incl	Yes	**	\$65	incl	Yes
	Room #414	6 max	\$50	incl	Yes	**	\$65	incl	Yes

## Academic Space

### B. Academic space:

*ALL Academic Spaces, on ALL campus', are rentals.*

Generally available only on weekends during the academic year, through the facilities scheduling coordinator for student unions. Academic space during the summer is available on a first-come, first-served basis through the Summer Administration Office. Fees are rarely charged since almost all users are university related. At the Arlington Campus, space is generally available during the daytime. In the event fees are charged, they are as follows: (all rentals are based on a per day rate. No credit for partial days)

*ALL support services are additional*

		GMU Organization				Non GMU Organization		
		Rental Fee	Cleaning Fee	Admin Fee		Rental Fee	Cleaning Fee	Admin Fee
<b>Fairfax Campus</b>								
Lecture Halls (100+ seats)		N/C	\$200	Yes	**	\$200	incl	Yes
Classrooms					**			
	Under 50 seats	N/C	\$50	Yes	**	\$50	incl	Yes
	50-100 seats	N/C	\$75	Yes	**	\$75	incl	Yes
	Over 100 seats	N/C	\$100	Yes	**	\$100	incl	Yes
	Electronic Classrooms	N/C	varies	Yes			incl	Yes
	Computer Labs	N/C	varies	Yes			incl	Yes
	Smart Rooms	N/C	varies	Yes			incl	Yes

### Arlington Campus

3rd floor conference room		N/C	\$150	Yes	**	\$250	incl	Yes
Classroom, 25-50 seats		N/C	\$100	Yes	**	\$150	incl	Yes
Classroom, 50-100 seats		N/C	\$125	Yes	**	\$175	incl	Yes
Classroom, 100 + seats		N/C	\$150	Yes	**	\$200	incl	Yes
Study lounge		N/C	\$100	Yes	**	\$150	incl	Yes
Arlington 1 Gallery		N/C	\$100	Yes	**	\$150	incl	Yes

### Prince William Campus

GTE Auditorium		N/C	\$575	Yes	**	\$850	\$200	Yes
GTE Pre function Hallway		N/C	\$25	Yes	**	\$50	incl	Yes
PWII Auditorium		N/C	\$175	Yes	**	\$275	\$100	Yes
Seminar / Classrooms								
	10-60 seats	N/C	incl	Yes	**	\$100	\$50	Yes
	61-120 seats	N/C	incl	Yes	**	\$125	\$50	Yes
Computer Labs (19-40)		N/C	\$100	Yes	**	\$250	\$100	Yes
Cafeteria		N/C	\$200	Yes	**	\$200	\$200	Yes

# Hemlock Overlook

		GMU Organization			Non GMU Organization			
		Rental Fee	Cleaning Fee	Admin Fee	**	Rental Fee	Cleaning Fee	Admin Fee
<b>Room &amp; Board Package</b>					**			
Includes one overnight stay in bunkhouse with 3 meals, 4 hours of conference room time and campfire. (minimum booking of 10 people per night)		\$45	incl	incl	**	\$45	incl	incl
<b>Room Only</b>					**			
One Overnight stay in bunkhouse. (minimum of 10 people per night)		\$25	incl	incl	**	\$25	incl	incl
<b>Lodge (Dining Hall)</b>					**			
4- hour block of time (Maximum of 80 adults)		\$60	incl	incl	**	\$60	incl	incl
			incl	Yes	**	\$150	incl	Yes
<b>Conference Room (Maple Cabin)</b>					**			
4 hour block of time (Maximum capacity = 15 adults)		\$30	incl	incl	**	\$30	incl	incl
					**			

## Housing

		GMU Organization				Non GMU Organization		
		Rental Fee	Cleaning Fee	Admin Fee	**	Rental Fee	Cleaning Fee	Admin Fee
<b>Meeting Rooms</b>								
<b>Eisenhower</b>								
	Day (8am - 5pm)				**			
Large Meeting Room	Day (8am - 5pm)	\$50.00	incl	Yes	**	\$50.00	incl	Yes
	Eve (5pm-12am)	\$50.00	incl	Yes	**	\$50.00	incl	Yes
	Day (8am - 5pm)				**			
Small Meeting Room	Day (8am - 5pm)	\$50.00	incl	Yes	**	\$50.00	incl	Yes
	Eve (5pm-12am)	\$50.00	incl	Yes	**	\$50.00	incl	Yes
<b>Hanover</b>								
	Day (8am - 5pm)				**			
First Floor Lounge	Day (8am - 5pm)	\$50.00	incl	Yes	**	\$50.00	incl	Yes
	Eve (5pm-12am)	\$50.00	incl	Yes	**	\$50.00	incl	Yes
	Day (8am - 5pm)				**			
TV Lounge	Day (8am - 5pm)	\$50.00	incl	Yes	**	\$50.00	incl	Yes
	Eve (5pm-12am)	\$50.00	incl	Yes	**	\$50.00	incl	Yes
	Per Meal Period				**			
Kitchen	Per Meal Period	\$30.00	incl	Yes	**	\$30.00	\$20	Yes
<b>Residential Space</b>								
<b>President's Park</b>								
	No Linens				**			
Single Occupancy	No Linens	\$17.00	incl	incl	**	\$21.00	incl	incl
	WITH Linens	\$25.50	incl	incl	**	\$29.50	incl	incl
Double Occupancy	No Linens	\$13.00	incl	incl	**	\$16.00	incl	incl
	WITH Linens	\$21.50	incl	incl	**	\$24.50	incl	incl
<b>University Commons</b>								
	No Linens				**			
Single Occupancy	No Linens	\$17.00	incl	incl	**	\$21.00	incl	incl
	WITH Linens	\$25.50	incl	incl	**	\$29.50	incl	incl
Double Occupancy	No Linens	\$13.00	incl	incl	**	\$16.00	incl	incl
	WITH Linens	\$21.50	incl	incl	**	\$24.50	incl	incl

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		GMU Organization				Non GMU Organization		
		Rental Fee	Cleaning Fee	Admin Fee	**	Rental Fee	Cleaning Fee	Admin Fee
<b>Commonwealth &amp; Dominion</b>								
	No Linens				**			
Single Occupancy	No Linens	\$24.00	incl	incl	**	\$28.00	incl	incl
	WITH Linens	\$32.50	incl	incl	**	\$36.50	incl	incl
Double Occupancy	No Linens	\$20.00	incl	incl	**	\$23.00	incl	incl
	WITH Linens	\$28.50	incl	incl	**	\$31.50	incl	incl
<b>Townhouse</b>								
	No Linens				**			
Single Occupancy	No Linens	\$43.00	incl	incl	**	\$45.00	incl	incl
	WITH Linens	\$51.50	incl	incl	**	\$53.50	incl	incl
Double Occupancy	No Linens	\$31.00	incl	incl	**	\$33.00	incl	incl
	WITH Linens	\$39.50	incl	incl	**	\$41.50	incl	incl
<b>Student Apartments</b>								
	No Linens				**			
Summer School	No Linens	\$18.00	incl	incl	**	\$18.00	incl	incl
<b>Patriots Village</b>								
	No Linens				**			
Single Occupancy	No Linens	\$12.00	N/A	N/A	**	\$12.00	N/A	N/A

# Johnson Center

		GMU Organization				Non GMU Organization		
		Rental Fee	Cleaning Fee	Admin Fee	**	Rental Fee	Cleaning Fee	Admin Fee
<b>Johnson Center</b>								
Multipurpose Room	Front	\$0	incl	Yes	**	\$750	incl	Yes
	Back	\$0	incl	Yes	**	\$750	incl	Yes
	Front & Back	\$0	incl	Yes	**	\$1,500	incl	Yes
	Lobby	\$0	incl	Yes	**	\$200	incl	Yes
Gold Room (Room H)		\$0	incl	Yes	**	\$125	incl	Yes
Meeting Room A		\$0	incl	Yes	**	\$125	incl	Yes
Meeting Room B		\$0	incl	Yes	**	\$125	incl	Yes
Meeting Room C		\$0	incl	Yes	**	\$125	incl	Yes
Meeting Room D		\$0	incl	Yes	**	\$125	incl	Yes
Meeting Room E		\$0	incl	Yes	**	\$125	incl	Yes
Meeting Room F		\$0	incl	Yes	**	\$125	incl	Yes
Meeting Room G		\$0	incl	Yes	**	\$125	incl	Yes
Cinema		\$0	incl	Yes	**	\$800	incl	Yes
PIX Lounge		\$0	incl	Yes	**	\$90	incl	Yes
Exhibition Space		\$0	incl	Yes	**	\$150	incl	Yes
Dance Studio		\$0	incl	Yes	**	\$400	incl	Yes
Bistro		\$0	incl	Yes	**	\$300	incl	Yes
Atrium		\$0	incl	Yes	**	\$2,000	incl	Yes
Pre-Function Hallway		\$0	incl	Yes	**	\$200	incl	Yes
Plaza	North	\$0	incl	Yes	**	\$1,000	incl	Yes
	South	\$0	incl	Yes	**	\$500	incl	Yes
Compass Lounge		\$0	incl	Yes	**	\$90	incl	Yes

# Mason Hall

	Capacities	Rental Fee	GMU Organization			Non GMU Organization		
			Cleaning Fee	Admin Fee		Rental Fee	Cleaning Fee	Admin Fee
Atrium	200/na/80/80	N/C	\$ 180.00	Yes	**	\$ 500.00	\$ 180.00	Yes
Board room	200/100/100/100	<b>N/A</b> <sup>3</sup>	\$ 250.00	Yes	**	\$ 700.00	\$ 250.00	Yes
D1	NA/NA/20/18	N/C	\$ 25.00	Yes	**	\$ 150.00	\$ 25.00	Yes
D3A	40/20/24/24	N/C	\$ 25.00	Yes	**	\$ 150.00	\$ 25.00	Yes
D3B	40/20/24/24	N/C	\$ 25.00	Yes	**	\$ 150.00	\$ 25.00	Yes
D3A&B	72/40/48/48	N/C	\$ 50.00	Yes	**	\$ 300.00	\$ 50.00	Yes
D5	30/20/24/24	N/C	\$ 25.00	Yes	**	\$ 150.00	\$ 25.00	Yes
D7	N/A/8/8/8	<b>N/A</b> <sup>3</sup>	\$ 35.00	Yes	**	\$ 250.00	\$ 35.00	Yes

Cleaning Fees are applied to meeting rooms only if meeting is catered and/or customer brings food to meeting

<sup>3</sup> These rooms require specific permission of the President or designated University Official

## Office of Continuing Professional Education

		GMU Organization			Non GMU Organization			
		Rental Fee	Cleaning Fee	Admin Fee	**	Rental Fee	Cleaning Fee	Admin Fee
					**			
<b>Large Meeting Room</b>	Maximum of 25 Adults includes, tables, chairs and blackboard				**			
	half day	N/C	\$25	Yes	**	\$40	incl	Yes
	Full Day	N/C	\$25	Yes	**	\$80	incl	Yes
	Evening	N/C	\$25	Yes	**	\$40	incl	Yes
<b>Small Meeting Room</b>	Maximum of 16 Adults includes, tables, chairs and blackboard	N/C	\$25	Yes	**	\$0	incl	Yes
	half day	N/C	\$25	Yes	**	\$40	incl	Yes
	Full Day	N/C	\$25	Yes	**	\$80	incl	Yes
	Evening	N/C	\$25	Yes	**	\$40	incl	Yes

# Parking Lots

		GMU Organization			Non GMU Organization		
		Rental Fee	Cleaning Fee	Admin Fee	Rental Fee	Cleaning Fee	Admin Fee
<b>Temporary</b>					**		
Daily Parking/ Outside lots only	1st Day	\$3.00	N?A	N/A	**	\$3	incl
	each day after	\$2.50	N/A	N/A	**	\$2.50	N/A
<b>Lot T</b>					**		
Per Hour	per vehicle	\$1	incl	Yes	**	\$1	incl
					**		
<b>Lot A,B,C &amp; K</b>					**		
	1st day	\$0	incl	Yes	**	\$0	incl
	each consecutive day thereafter	\$10	incl	Yes	**	\$10	incl
	Parking Technicians	\$15	incl	Yes	**	\$0	incl
					**		
<b>Parking Lot Rental</b>					**		
Assorted Lots	Per Lot/ per Day	\$750	as billed	N/A		\$750	as billed

# Patriot Center

		GMU Organization				Non GMU Organization		
		Rental Fee	Cleaning Fee	Admin Fee		Rental Fee	Cleaning Fee	Admin Fee
Patriot Center 10,000 seat arena	per day	\$10,000	incl	Yes	** **	\$10,000	incl	Yes
Rental is structured for events and is tailored to the requirements of the event		\$0	incl	Yes	**	\$0	incl	Yes
		\$0	incl	Yes	**	\$0	incl	Yes

## Student Unions 1 & 2

	Rental Fee	GMU Organization		Admin Fee	**	Rental Fee	Non GMU Organization	
		Cleaning Fee					Cleaning Fee	Admin Fee
<b>Student Union II</b>								
VIP I	\$0	incl	Yes	**	\$110	incl	Yes	
VIP II	\$0	incl	Yes	**	\$110	incl	Yes	
VIP III	\$0	incl	Yes	**	\$90	incl	Yes	
Room 1	\$0	incl	Yes	**	\$100	incl	Yes	
Room 2	\$0	incl	Yes	**	\$100	incl	Yes	
Room 3	\$0	incl	Yes	**	\$100	incl	Yes	
Room 4	\$0	incl	Yes	**	\$100	incl	Yes	
Rooms 3-4	\$0	incl	Yes	**	\$200	incl	Yes	
Room 5	\$0	incl	Yes	**	\$100	incl	Yes	
Room 6	\$0	incl	Yes	**	\$100	incl	Yes	
Room 7	\$0	incl	Yes	**	\$100	incl	Yes	
Rooms 5-6	\$0	incl	Yes	**	\$200	incl	Yes	
Rooms 6-7	\$0	incl	Yes	**	\$200	incl	Yes	
Rooms 5-7	\$0	incl	Yes	**	\$300	incl	Yes	
Front Ballroom	\$0	incl	Yes	**	\$500	incl	Yes	
Middle Ballroom	\$0	incl	Yes	**	\$250	incl	Yes	
Back Ballroom	\$0	incl	Yes	**	\$250	incl	Yes	
Front&Middle Ballroom	\$0	incl	Yes	**	\$750	incl	Yes	
Middle&Back Ballroom	\$0	incl	Yes	**	\$500	incl	Yes	
Ballroom	\$0	incl	Yes	**	\$1,000	incl	Yes	

### Student Union I

Room A	\$0	incl	Yes	**	\$100	incl	Yes
Room B	\$0	incl	Yes	**	\$100	incl	Yes
Room C	\$0	incl	Yes	**	\$100	incl	Yes
Rooms A-B	\$0	incl	Yes	**	\$200	incl	Yes
Rooms B-C	\$0	incl	Yes	**	\$200	incl	Yes
Rooms A-C	\$0	incl	Yes	**	\$300	incl	Yes
Lobby	\$0	incl	Yes	**	\$300	incl	Yes
Quad	\$0	incl	Yes	**	\$1,000	incl	Yes
Phase II	\$0	incl	Yes	**	\$400	incl	Yes

# Multimedia Presentations/Displays

**Multimedia Services** that are available for Mason Hall and University Administration events include sound amplification, audio and video recording/duplicating, projection services, equipment loan, and PowerPoint/Multimedia production. Display production and setup services can be provided by our office for any university client.

A multimedia or display request form must accompany a request for services. This form should be submitted to the Multimedia office, by mail (MS 2F7), or fax (**703-993-8784**) two weeks in advance. For requests received less than one week in advance, rush charges will apply. Rush charges are higher the later requests are received.

PowerPoint/Multimedia and display production services involve a client meeting and should be arranged two-three months in advance, depending upon the complexity of the project. Contacts for Multimedia services are Don Verly, Assistant Director for Multimedia (**703-993-8816** or [dverly@gmu.edu](mailto:dverly@gmu.edu)) and Evan Cantwell, Public Relations Photography Coordinator (**703-993-8820** or [ecantwel@gmu.edu](mailto:ecantwel@gmu.edu)).

# EP INFO

**We are Events Production situated on the Fairfax Campus of George Mason University in Fairfax County, Virginia. Events Production is responsible for assisting student groups, academic departments, and off campus organizations in programming special events university wide.**

**Events Production has an extensive inventory of state of the art sound reinforcement equipment designed to handle almost any special event ranging from a full stage rock concert to a small meeting or conference. The inventory is always growing, as the Office continues to keep up with the ever increasing pace of technology. A fully trained staff sets-up, operates, and breaks-down our multifaceted systems in a professional manner that will compliment the event at hand. Because we are partially funded by student fees and are on Campus to serve George Mason University and its patrons, our services are both cost effective for the sponsoring organization and Events Production, as little or no profit is made on the events that we operate. This allows small student organizations and large corporations alike to receive the same professional sound reinforcement system for any sized event for a fraction of the outside cost.**

**Event Coordinators are present at each event not only to operate equipment, but also to ensure the safety of our patrons and customers. Event Coordinators, recognizable by Events Production's trademark black shirt with yellow logo, have a detailed knowledge of the campus and its resources. They will advise the patron on ways they can improve their event, while at the same time enforcing Commonwealth, County, and University policy.**

[Please visit our EPEquipment page to see an extensive interactive list of our inventory. If you would like more information, please see the EPcontacts page.](#)

**Events Production is committed to bringing the customer the highest level of service and satisfaction. Thank you for visiting Events Production ONLINE.**

## **Classroom Technologies Equipment Checkout**

For the most up-to-date information on equipment checkout, check the web page <http://www.classtech.gmu.edu/equipmentcheckout.cfm>

## **Classroom Technologies Events Policy**

For the most up-to-date information on events support in classrooms, check the web page <http://www.classtech.gmu.edu/eventsupport.cfm>