



Event Procedures Manual

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Table of Contents

1.0 INTRODUCTION	4
1.1 Purpose.....	4
1.2 Scope.....	4
1.3 Related Policy	5
2.0 ROLES AND RESPONSIBILITIES	5
2.1 University Events and Operations	5
2.2 University Registrar	5
2.3 Event Organization	5
2.4 Event Client	6
2.5 Event Coordinators/Managers	6
2.6 Event Services.....	6
2.7 Event Logistics and Impact Group	6
2.8 Emergency Operations Group (EOG).....	6
3.0 UNIVERSITY EVENT SPACES.....	6
3.1 Special Use Space	7
3.2 Student Center Scheduled Spaces.....	7
4.0 UNIVERSITY EVENT TYPES	7
4.1 Determination of Event Type.....	7
4.1.1 Internal Event	7
4.1.2 External Event	8
4.1.3 Jointly Organized Event	8
4.1.4 University Host: Event Planning Requirements.....	8
4.2 High Impact Events.....	9
4.3 University Major Events and Traditional University Major Events	10
5.0 EVENT SCHEDULING AND COORDINATION.....	10
5.1 Internal Event (Faculty/Staff Organized) Event Process	10
5.2 Internal Event (Registered Student Organizations) Event Process	11
5.3 Jointly Organized Event Process	13
5.4 External Event Process	13
5.5 Event Quotas	13

6.0 SPACE USE FEES	15
6.1 Venue Rate Chart.....	15
7.0 EVENT LOGISTICS	16
7.1 Programs, Events and Camps serving Minors	16
7.1.1 Background checks.....	16
7.2 Cancellations.....	16
7.3 Catering.....	16
7.4 Insurance Requirements.....	17
7.5 Public Safety at Events	17
7.5.1 Event Staffing Factors.....	17
8.0 OUTDOOR EVENTS.....	19
8.1 Amplified Sound Policy.....	19
8.2 Free Speech at Mason	20
8.3 Environmental Health and Safety	20
8.3.1 Tents and Staging	20
8.4 Inclement Weather Procedures	20
Appendix A: Special Use Spaces.....	21

1.0 INTRODUCTION

George Mason University provides space for academic, co-curricular, public, and business services to the university community and public. The university provides event support services in order to promote successful event experiences for event attendees and guests of the university.

1.1 Purpose

The manual outlines the procedures that the university will follow when scheduling university space in accordance with [University Policy 1103: Space Utilization and Scheduling](#). This manual provides guidance to the university community and public regarding event scheduling, coordination, and management of events.

1.2 Scope

The procedures outlined here apply to all Mason faculty, staff, students, and external individuals or organizations that reserve and use space owned, leased, or controlled by Mason to hold an Event, as defined in University Policy 1103 (copied below). These procedures applies to all university offices, departments, units, divisions, regardless of location or function, and includes all auxiliary enterprise operations except classroom assignments made by the Office of the University Registrar.

In accordance with [University Policy 1103](#), an Event is a meeting, conference, presentation, gathering, or other activity that occurs on Facilities. The definition of “Event” does not include gatherings taking place in common, public and/or non-reservable areas that are typical for the area, do not impact individuals other than the individuals participating in the gathering, and do not use campus resources such as production, catering, or furniture rentals (e.g. individuals having a meal, study groups). Additionally, routine department activities or meetings do not need to be scheduled (at the discretion of the space approver) if no university resources are needed and there are no external attendees; routine department activities must be scheduled in the University’s centralized scheduling system if using university resources such as production, catering, and/or has external attendees.

All Events must be held in compliance with University Policy 1103 and all other applicable University policies. Failure to comply with University policies or lawful directives of university or law enforcement officials may result in cancelation of the Event and other consequences. No use of Facilities shall be permitted that is (1) inconsistent with the mission of the University, (2) interferes with or disrupts the educational or operational functions of the University, (3) endangers health and safety or creates unsanitary conditions. See “[Guidance for Assessing When Behavior is Disruptive to University Operations](#)” regarding how the University evaluates when an Event or an individual at an Event has become disruptive.

All Events occurring in indoor University Facilities must have a space reservation through 25Live. Events occurring outdoors on University Facilities must have a space reservation through 25Live if they meet the criteria in 1103 for when an outdoor event requires a reservation.

1.3 Related Policy and Law

[George Mason University Space Use Regulation: 8 VAC 35-31-10, et seq.](#)

[University Policy 1120: Weapons on Campus](#)

[University Policy 1128: Use of Amplified Sound in Outdoor Spaces](#)

[University Policy 1138: Minors on Campus](#)

[University Policy 1406: Environmental Health and Safety](#)

[University Policy 2105: Cash Handling](#)

[University Policy 2112: Recharge Rates \(Interdepartmental Billing\)](#)

[University Policy 2221: Background Investigations](#)

2.0 ROLES AND RESPONSIBILITIES

The following units, individuals, and groups share responsibility for ensuring that all events on university property conform to applicable university policies and procedures.

2.1 University Events and Operations

University Events and Operations is responsible for the scheduling of space owned, leased, or controlled by Mason. In addition, University Events and Operations can provide policy guidance, planning assistance, logistical support and conference management to ensure a successful Event.

University Events and Operations will advise users as to what support is required based on the needs of the Event. In situations where Event type is in question, the Events Logistics and Impact Group will determine the type of Event. The Executive Council may review as appropriate.

Distributed Campuses maintain their own events management departments, which combine the responsibilities detailed under this section, and may work in concert with University Events and Operations to provide logistical support for larger events.

2.2 University Registrar

The Office of the University Registrar is responsible for managing the use of university classrooms at all of Mason's campuses. The Office of the University Registrar must ensure that courses have been scheduled in university classrooms before allowing University Events to schedule non-course-related events in classroom venues.

2.3 Event Organization

The Event Organization is the primary party hosting the Event. This organization is responsible for all costs associated with the Event and ensuring Mason policies, procedures, and guidelines are followed. For Events jointly organized by a university client and an external client, both the university client the external client will be listed on the Event reservation. The external organization will be the primary organization responsible for payment and Event communication.

2.4 Event Client or Point of Contact

The Event Client or Point of Contact is the primary point of contact for an event. This individual is a member of the host organization and is responsible for being knowledgeable with the details associated with the event. The event client will communicate logistical and financial information to the event or scheduling coordinator/manager and serve as the point of contact for any questions during the event planning and execution. The event client must be on site during the event or appoint a designee to assume this role for the duration of the event.

2.5 Event Coordinators/Managers

Event Coordinators/Managers process new event requests, locate space and time as available in the university's centralized scheduling system (25Live), and may coordinate all event logistics, working as the liaison between client and service providers.

2.6 Event Services

Event Services will execute setups for event spaces supported by Student Centers. Event Services also provides rented furnishings and audiovisual equipment as well as technical support for a fee. If Event Services cannot provide rental items from their inventory, University Events and Operations or Event Client will contract with outside companies to provide additional services (e.g. delivery/set-up/strike schedules, permitting with EHS for stages and tents).

2.7 Event Logistics and Impact Group

University Events and Operations will be responsible for managing a working group of Mason personnel that will address the impact of specific events, procedural questions, and solutions to event-related issues. This working group will be known as the Events Logistics and Impact Group. The Events Logistics and Impact Group will interpret policies, procedures, and guidelines, and reach decisions regarding all aspects of events covered by Policy 1103 that are deemed Major Events. The Events Logistics and Impact Group will refer to the Executive Council for additional clarification or appeals if required. The Events Logistics and Impact Group will determine which spaces are classified as a special use, traditional university events, or major events.

2.8 Emergency Operations Group (EOG)

The EOG comprises representatives from key university units that have resources and/or knowledge that are necessary to help the university prepare for events that have the potential to impact daily operations of the university.

3.0 UNIVERSITY EVENT SPACES

University Events and Operations is responsible for scheduling all indoor and outdoor university event space with the exception of special use spaces and departmental space.

3.1 Special Use Space

Any Facility that has been allocated to a specific department or office by the Space Administration Committee, and is not ordinarily scheduled by the University Events Office. Examples of Special Use Facilities include, but is not limited to, the Center for the Arts, Athletic and Recreational Spaces, Departmental space or Conference Rooms, Housing Spaces, Parking Lots, Point of View, and Smithsonian-Mason School of Conservation. Special use space is subject to the approval of the facility manager. University Events will maintain the list of Special Use Spaces. The Event Logistics and Impact Group will recommend changes to this list and to the Executive Council.

See Appendix A: University Special Use Spaces

3.2 Student Center Scheduled Spaces

Kiosks, banners, and easel reservations will be reserved through 25live by Student Centers. Clients will be billed associated fees for these reservations. The Corner Pocket Game room and surrounding venues (Side Pocket and Side Pocket patio) will also be scheduled and managed by Student Centers.

4.0 UNIVERSITY EVENT TYPES

4.1 Determination of Event Type

When events are submitted through the University's centralized scheduling system (25live), University Events and Operations determine if the event type that is identified is accurate based on the information provided in the request.

In situations where event type (internal, external, or jointly organized) is in question, the issue will be presented to the Event Logistics and Impact Group and reviewed by Executive Council when appropriate.

4.1.1 Internal Event

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. Participation by external persons or entities (e.g., speakers, presenters, audience members, sponsors) in an event otherwise organized solely by a university client does not make an event an External Event. Registered student organizations that hold events on university property for the purposes of fundraising for or promoting the student organization may be considered internal events.

*An event must meet **all** of the following criteria to be considered as an internal event:*

- The organization is a Mason entity with a university account code
- The Event Client/Point of contact is a University employee, student, or employee of an Affiliated Entity The university Event Client/Point of Contact is present for the entirety of the event and is the on-site point of contact
- The university event organization is responsible for all fees associated with the event
- The event solely references Mason and/or the Mason entity as the organizer of the event

- No funds (except for charges associated with direct support services) are routed to a non-university account
- Registered student organizations that hold events on university property for the purposes of fund raising for or promoting the organization may be considered internal events

4.1.2 External Event

An External Event is any event that is not an Internal Event. Events scheduled and organized by an External Client or organized jointly by an Internal and External Client are External Events. Events scheduled by university faculty, employees, students and affiliates related to non-university activities or personal use are External Events.

An event that meets **any** of the following criteria is defined as an external event (non-exclusive list):

- The Event Organization is identified as a business, including but not limited to an LLC or 501(C).
- The Event Organization does not hold a university account code.
- The Event Organization is not an officially recognized university department/office or registered student organization;
- The Event Client/Point of Contact is not a University employee, student, or employee of an Affiliated Entity.
- The event is identified by or references an external organization exclusively;
- The university receives payment for resources or services from an external individual or organization to host an event;
- The event charges a fee to participate, and revenues generated from the event are routed to a non-university account.

4.1.3 Jointly Organized Event

A Jointly Organized Event is a type of External Event where an Internal (Mason) organization and a non-Mason entity jointly organize the Event. **Jointly Organized Events are External Events for purposes of Policy 1103 and these Procedures.** A Jointly Organized event is one that involves two or more entities: including a university office, department, unit, or division and an external organization. The university event client must complete a Jointly Organized Form, which must be approved by the following people/office: The dean or VP of hosting organization, the Assistant Vice President of University Events and Operations, and the Associate Vice President for Business Services or designee.

Registered student organizations may not host external organizations.

The hosting Mason entity is responsible for ensuring that the event complies with all university and Commonwealth of Virginia policies and procedures.

4.1.4 University Host for Jointly Organized Events: Event Planning Requirements

- The purpose and content of the event must be relative and consistent with the educational mission of Mason.
- The event must meet the overall strategic goals and purpose of the sponsoring school, department, or unit.

- The department's chair, school's dean, or other designated university authority within that organization must be informed of the event and approve the proposed expenditure of funds.
- They must be given the opportunity to review the request, understand the commitment of Mason staff resources, and identify, if necessary, any conflicts of interest that might preclude the event from being held on campus.
- The internal organization must be responsible for the actual logistical planning and execution of the event to ensure that jointly organized event criteria and university goals are met.
- Provide appropriate and reasonable Mason faculty involvement to adequately recognize Mason's role in the educational content of the conference or other academic related presentation.
- In the event the external client does not pay, assume all financial responsibility (providing the appropriate account number to all administrative entities that will charge fees) and ensure that all university and other vendors are paid for their services.
- Use of the Mason name and marks on all promotional items by the co-sponsor must be reviewed and pre-approved.
- All ticketing and registration arrangements must be done through a Mason university department that is financially compliant and can provide revenue reports.

4.2 High Impact Events

High Impact Events are events that require significant resource commitment or may disrupt normal university operations. When University Events and Operations reviews an event that has the potential of being a High Impact Event, the Event Coordinator/Manager will coordinate with the Events Logistics and Impact Group. The Events Logistics and Impact Group will identify High Impact Events and evaluate them for campus wide impact. This group will ensure the coordination of logistics including transportation, safety, access, and event operations. Examples of these types of events include high-profile speakers, controversial topics, press involvements, major university announcements, and events involving the President's Office.

Whenever a High Impact Event comes to the attention a member of the Events Logistics and Impact Group, by way of an event request, word of mouth, Recognized Student Organization (RSO), or other contact, the following actions will be taken:

1. University Events and Operations will convene the Events Logistics and Impact Group to discuss the event if necessary. Events Logistics and Impact Group to review potential impacts and any campus safety concerns. The Events Logistics and Impact Group will determine when to activate the Emergency Operations Group.
2. University Events and Operations will classify each event as External, Internal or Jointly Organized.
3. University Events and Operations will notify the Chief of Staff, Vice President of University Branding, Executive Vice President, and Vice President for Government and Community Relations, of all events involving government officials, celebrities, or high-profile speakers regardless of the anticipated impact on campus operations.
4. University Events and Operations will negotiate terms and conditions set by the university with the Event Client.

5. For high impact internal events with the potential of high visibility, Office of University Branding will handle aspects of the event that relate to the branding and visibility of the university, as well as managing the public relations/university messaging including, press releases, dignitaries' hospitality, talking points of university officials, press credentials, etc.

4.3 University Major Events and Traditional University Major Events

Certain events are critical to the university mission and will have highest priority for scheduling and use of university support resources. When possible, Dates/Times and Locations for University Major Events including Traditional Events will be reserved prior to the releasing of spaces to be requested by all other users. The Event Logistics and Impact Group determines if a specific event qualifies as a University Major Event. Examples of traditional events include but are not limited to Spring Commencement, Winter Graduation, Welcome2Mason, Mason Week, International Week, Orientation, Alumni Weekend, Family Weekend, Homecoming, Greek Week, Pride Week, and Admissions Previews.

5.0 EVENT SCHEDULING AND COORDINATION

All events must be scheduled and entered into the university's centralized scheduling system (25Live) and must accurately represent the nature of the event. The university requires information about events prior to reserving space; failure to provide all required information will result in forfeiture of space reservation. As detailed below, certain events require prior approval.

*Specifics may vary slightly on distributed campuses.

5.1 Internal Event (Faculty/Staff Organized) Event Process

1. Event process varies by campus. Distributed campus operations arrange everything from scheduling, rentals, and execution. Below is a general guideline of practice.
2. Event Client retains 25live user account and training before accessing 25live for space requests.
3. New user accounts and training can be requested at events.gmu.edu/scheduling.
4. Event Client requests space through 25Live.
5. Scheduling and Event Coordinator receives and processes request.
6. Scheduling and Event Coordinator responds within three to five business days with space confirmation (if event is approved), schedules meeting with Event Client if needed.
7. Based on event needs, Scheduling and Event Coordinator arranges rentals, audiovisual, parking, EHS, Catering, Facilities, Police, and other support entities or advises client on making arrangements themselves.
8. All major event information, including set up, audiovisual, event times, event access, location/venue, and other information is finalized and updated accurately in 25live.
9. Event is executed.
10. Post Event debrief is conducted as needed.
11. Event Client is invoiced by Events offices when applicable.

5.2 Internal Event (Registered Student Organizations) Event Process

1. Event Client receives RSO training and 25Live username and password.
2. Event Client requests space through 25Live.
3. Scheduling and Event Coordinator receives request and responds within three to five business days.
4. If event is approved, once the event is scheduled, set up information and other event needs are arranged between the Scheduling Coordinator and Event Client (requestor). The Scheduling Coordinator determines if the event is a “checklist” event or basic event.
5. For Checklist Events:
 - a. University Events provides and explains Event Checklist; recommendations are made for rentals and audiovisual, parking, EHS, Catering, Facilities, Police, and other support entities etc.
 - b. Client to make all arrangements on checklist at least 15 business days prior to event (University Events is last approval on Checklist).
6. All major event information, including set up, audiovisual, event times, event access, location/venue, and other information is finalized 15 business days prior to the first event day. Minor changes can be made up to three business days before the event without penalty.
7. Checklist is due 15 business days prior to event date (scheduler cancels events that have incomplete checklists).
8. Scheduling and Event Coordinator meets with and finalizes all aspects of event and updates all information in 25Live.
9. Event is executed.
10. Scheduling and Event Coordinator conducts post event debrief if needed.
11. Event Client is invoiced by Events offices when applicable.

5.3 External Event Process

Event process varies by campus. Distributed campus operations arrange everything from scheduling, rentals and execution. Below is a general guideline of practice.

1. External Client inquires about a space via online form.
2. Scheduling and Event Coordinator evaluates event request for possibility of occurring on campus.
3. If approved, Scheduling and Event Coordinator tentatively schedules event and presents confirmation and estimate to client. Client is given 5 days to decide if they want to move forward. Failure to communicate after 5 days results in cancellation of tentative space reservation.

4. If client chooses to move forward, a coordinator is assigned to the event for management.
5. Managing Coordinator meets with external client to determine event needs for contracting.
6. After initial meeting, a contract is created based on the information provided. Contract is sent to the client who must return it signed, deposit paid and provide proof of insurance by communicated deadlines.
7. Client returns a signed copy of the contract, a nonrefundable deposit, and certificate of insurance.
8. When the signed contract is returned, it is then counter-signed by university administration.
9. The contract is considered fully executed after all signatures are on the contract. The reservation in 25Live gets updated to CONFIRMED and a copy of the signed documents is emailed to the client.
10. The Managing Coordinator coordinates the logistics of the event (as determined within the contract for rentals, audiovisual, parking, EHS, catering, facilities, police, and other support etc.) with the client. This happens from time of booking to approximately 15 days before the event. By 10 business days out, the final event logistics are finalized.
11. Day of event, if a managed event, Scheduling and Event Coordinator checks set up, audiovisual, and other event arrangements, makes adjustments with Event Services as necessary. If event is not managed, Event Client is responsible for ensuring all set-ups are accurate to what was requested and expected to contact proper campus resources for assistance as needed.
12. Event is executed
13. Within 30 days after the event, University Events invoices the client. The client must submit payment within 30 days of the date of the invoice.
14. Within 30 days of the event, if requested, an event debrief is scheduled with the client.

5.3.1 Jointly Organized Event Process

Event process varies by campus. Distributed campus operations arrange everything from scheduling, rentals and execution. Below is a general guideline of practice

1. The Host organization (University Client) requests space through 25Live.
2. University Events receives request and if event is approved, also determines if event meets the Jointly Organized Event Criteria within five business days. Event and Scheduling Coordinator is alerted to a possible joint event based on Event Client responses to questions in the event request form.
3. Scheduling and Event Coordinator tentatively reserves space and sends client information on jointly organized events including the Jointly Organized Request Form.
4. University Client completes the form and returns form to University Events. At this time, the University Client will determine if the event meets the requirements to be confirmed as Jointly Organized.

5. If considered Jointly Organized, University Events presents form for approval
6. Once approved, Scheduling and Event Coordinator works with internal organization to connect with partnering entity.
7. The 25live reservation is transferred from Internal Client information to External Client information as the main point of contact. Billing information is entered and pricing is adjusted accordingly.
8. Steps 5 through 14 are followed for External events from this point on. See 5.3 of this document.

5.4 Event Quotas

Reservation requests can be made up to 3 years in advance or as soon as the academic calendar year becomes available in the centralized scheduling system (25live). Event Organizations are limited to 200 occurrences per calendar year in order to limit the monopolization of event venues, allow for external revenue opportunities and provide ample event planning time to other organizations. The limitations can vary by venue and campus.

Event Coordinators and schedulers will enforce the quota at the time of the reservation or in direct communication with the client. These are additional requirements of the event quota:

- Event details such as event names/titles, event times, locations etc., must be communicated by event client 1 year in advance before space is confirmed. Space will be tentative until these details are provided by the client. Failure to provide specific event information in this timeframe could result in cancellation of reservation.
- Annual traditional events as defined in Section 4.3 of this document are not impacted by this quota.
- Clients who wish to appeal and request additional dates must do so in writing to event schedulers and it will be presented to Event Logistics and Impact group for review and approval.

5.5 Event Approvals and Denials

University Events or the designated scheduler may deny a request for space or cancel a reservation if any of the following conditions occur:

1. **Space Availability:** The space requested has already been reserved for another group or has a pending reservation in place.
2. **Incomplete Information:** Incomplete information is provided at the time of event submission, preventing the scheduler from properly evaluating the event request.
3. **False Statements:** False statements or misrepresentation of the event are made.
4. **Absence of Event Client:** No Event Client is identified or Event Client is not present for the duration of the event.

5. **Violation of Policy:** The conduct of either the organization or persons attending the event involves a violation of university policy.
6. **Overestimated Attendance:** The number of persons estimated to attend the event exceeds the number of permitted attendees or cannot be safely accommodated.
7. **Inappropriate Venue:** If the requested venue is unsuitable for the specified program or activity, it will be denied. For instance, if a tiered classroom is requested for a recreational activity, the request will be denied, and a more appropriate location will be suggested if available.
8. **Operation Hours:** If a request is made for a time beyond the building's regular hours and venue managers do not approve an extension, the event will be denied, or the organizers will be instructed to vacate the venue at the scheduled closing time.
9. **Sanction Status:** The requesting person or organization is no longer sanctioned to hold events for a period determined by University Life/Student Involvement due to disciplinary or financial factors.
10. **University Directive:** A University directive or initiative requires use of the space, resulting in relocation of the scheduled event or denial of use of the space at the time of the request.
11. **Policy Violation:** The event request provides information that would violate policy. In such cases, event organizers will be informed to adjust those aspects of the event or will not be permitted to hold it.
12. **Submission Timeliness:** The event request is not submitted within the required timeframes determined by the office responsible for scheduling the venue or as determined by the checklist process.
13. **Disruption to Operations:** The requested use would cause a disruption to campus operations and/or other scheduled events taking place, block access to university facilities (without a viable alternative access plan), or impede vehicular or pedestrian traffic (without a viable alternative access plan).
14. **Failure to make required payments:** For external events, failure of reserving party to make required payments will result in denial or cancellation of space reservation.
15. **Unsafe or Unsanitary Conditions:** The event will or does cause an unsafe or unsanitary condition.
16. **Illegal activity:** Events involving illegal activity are not permitted.
17. **Late Night and Overnight Events:** Events occurring after building and venue hours will not be approved unless a late close exception is made by the venue manager. Late close fees will apply if approved. No events are permitted overnight unless planned and managed by a university department and a university employee responsible for the event is present for the duration of the event. All late night or overnight events are subject to police presence and cannot occur without university employee presence.
18. **Tents and Camping:** Events that will involve tents or other temporary structures must comply with University rules regarding erecting and using such temporary structures. Events will not be approved if tents or other temporary structures will cause damage or harm to university

property or landscaping. Camping and camping tents (as defined in Policy 1103) are not permitted.

19. **Other:** The University reserves the right to deny or cancel other Event occurring on its property.

6.0 SPACE USE FEES

Space use fees are assessed per [university policy 2112: Recharge Rates](#). Internal Organizations are responsible for all university expenses related to their event. If a Jointly Organized event occurs and the external entity does not pay invoiced fees, the internal entity will be responsible for remaining balance. Payment should be processed through their university account code. External Organizations are responsible for all university expenses related to their event and must provide a non-refundable deposit for reserving university space. As much as possible, all invoices will be processed through the University Events Office providing the organization one invoice and one payment.

These expenses include, but are not limited to, Support Services (e.g., venue rates, Mason Catering, Event Services support, Police, Parking, Facilities Management, and permits).

Rates are set to help offset operational costs. Factors include size, location, maintenance, existing in-house technology, and special capabilities of space. Rates are based upon clearly defined event types with the rate for internal university entities being lower than that for external organizations. Rates are set to encourage events without being cost prohibitive, while at the same time encouraging organizers to book actual space and resources they plan to use so venues are available for other users.

Fees may be assessed for logistical items: late cancellations, no shows, venues damages, late changes in set-up, early opens/late closings, excessive janitorial needs, coordination not taken care of by event organizers, senior staff involvement, or other unplanned recoverable expenses.

6.1 Venue Rate Chart

See individual campus websites for most up to date venue fees.

7.0 EVENT LOGISTICS

University Events will oversee the coordination of event logistics and determine if the event requires review by the Events Logistics and Impact Group. The Emergency Operations Group will be notified on a case-by-case basis.

7.1 Programs, Events and Camps serving Minors

Programs, events, and camps (PEC) involve additional complications, coordination needs and risk specifically pertaining to events involving minors (see 7.1.1 of this document). Internal or External Organizations offering PECs will be subject to additional risk mitigation requirements including background checks for PECs serving minors, and post PEC audits meant to ensure all university and Commonwealth of Virginia policies and procedures have been followed.

Additional requirements and resources can be found on the Operational Risk Management and Business Services websites found here:

risk.gmu.edu/advisories/camps-and-enrichment-program/

shopmason.gmu.edu/camps-landing-page/

7.1.1 Background checks

Events involving minors must adhere to [university policy 1138: Minors on Campus](#). Employees, students, and third-party organizations may be subject to background investigations in accordance with [university policy 2221: Background Investigations](#) if minors will be the sole custody of an adult while on university property.

7.2 Cancellations

Organizations who determine that they no longer require reserved space must inform University Events that they can release the space. An organization cannot transfer their reservation to another organization. Failure for any group to notify University Events, regardless of the classification of the event, will be charged a cancellation fee if the cancellation is not communicated more than 48 hours prior to the event start. Failure to communicate accurate event information to Event staff within suggested timeframes could also result in cancellation of the event.

7.3 Catering

Mason provides full-service catering through a contract with Mason Catering by Sodexo. If external catering services are desired, services must be provided by a caterer on the approved caterers list located on Business Service's website.

7.4 Insurance Requirements

All external clients, organizations and vendors are subject to university insurance requirements. Events with minors must have SAM (sexual abuse and molestation) coverage. Failure to provide proof of or proper event insurance could result in cancellation of the event.

7.5 Public Safety at Events

The George Mason University Police Department (GMUPD) has the sole responsibility for providing police and security functions on Mason's campuses. Police and security needs must be discussed with GMUPD by contacting GMUPD's Special Events Officer, preferably at least four weeks before the scheduled event. Failure to consult with GMUPD may result in an event cancellation. To begin a consultation with GMUPD's Special Events Officer, the Event Client will follow the instructions in the event confirmation or event checklist.

7.5.1 Event Staffing Factors

The standard ratio is one officer per 150 guests. However, many factors determine the need for security or police services. Determining security needs is done in consultation with the requesting party and venue managers prior to making the final decision on police and security staffing levels.

Factors that increase risk for any event:

- Off-campus advertising to non-Mason guests
- Cash present
- Requesting organization has a known history of substantial misconduct at similar events within previous 2 years ("substantial misconduct" includes but is not limited to violations of the following: criminal laws, weapons laws or policies, drug laws or policies, alcohol laws or policies, or sexual harassment laws or policies)
- Late ending event (ends after 10:00 PM)
- Standing event
- Live or amplified entertainment
- Venue
- Traffic control needed
- Alcohol service
- Other factors determined by University Police

Factors that may decrease risk for events:

- Mason guests only
- No cash present
- Requesting organization has no known history of substantial misconduct at similar events within previous 2 years ("substantial misconduct" includes but is not limited to violations of the following: criminal laws, weapons laws or policies, drug laws or policies, alcohol laws or policies, or sexual harassment policies)
- Early ending event (ends before 10:00 PM)
- Seated event
- No live or amplified entertainment

- Venue
- No traffic control needed
- No alcohol service
- Other factors determined by University Police

Event Staffing Matrix

Levels of Risk:	Estimated Audience Size:	*Minimum and Maximum Number of Safety Personnel:
Level 1: Moderate-High Risk (risk factor score of 5 or greater)	1-300	2-4
	301-600	4-6
	601-900	6-8
	901-1200	8-10
Level 2: Low Risk (risk factor score of 4 or less)	1-300	0-2
	301-600	2-3
	601-900	3-4
	901-1200	4-5
*Deviations from the minimum and maximum number of safety personnel must be documented and approved by the Chief of Police. The term “safety personnel” includes sworn and non-sworn staff members performing police or security functions.		

Prohibited Items:

All persons entering university events are subject to search. The University reserves the right to examine the contents of any container brought into events. To protect the safety of guests, prohibited items include but are not limited to the following:

- Weapons
- Fireworks
- Explosives
- Illegal drugs
- Outside alcohol

No person possessing a prohibited item will be allowed to enter a University event.

Metal Detectors and Bag Searches:

The use of metal detectors and bag searches will be conducted at all Level 1 designated events.

7.6 Amplified Sound Policy

All Events must comply with Policy 1128: Use of Amplified Sound on University Property.

8.0 OUTDOOR EVENTS

Per Policy 1103, a reservation through 25Live is required for an Outdoor Event if the Event meets any of the following criteria.

- Required by Policy 1128 Amplified Sound;
- Any item or structure (e.g., tables, billboards, tents, easels, stages, equipment, chairs) is placed on University property as part of the event, any item or structure placed on University property must be removed at the conclusion of the reservation, unless an exception is provided by University Events;
- When the Event has the potential to impede university operations, pedestrian or vehicular traffic, or block ingress or egress to Facilities; or,
- Will utilize university resources (e.g., power, water, standing structures, environmental resources);
- Will involve the outdoor use of heating devices, generators, or the use of portable toilets;
- When the Event may last more than four hours.

Outdoor Events requiring a space reservation cannot occur on Facilities that are not available for reservation in the University's centralized scheduling system or during times when a reservable Facility is closed or not available for reservation.

8.1 Environmental Health and Safety

Tents, stages, amusement devices, bonfire, fireworks, and pyrotechnics require additional permits. University Events will work with the event organization and EHS for events that present safety concerns or additional permitting.

8.1.1 Tents and Staging

The use or occupancy of tents on University property must be in compliance with the limitations provided in Policy 1103. To the extent a tent is permitted, pursuant to those limitations, it must also comply with any additional permitting or safety requirements.

University Events, Event Services, Risk, Safety and Resilience (RSR) and Office of Building Official (OUBO) will work to obtain annual permits for commonly used staging configurations throughout the university. Tents cannot receive an annual permit.

University Events, Event Services, RSR and OUBO will help develop university locations suitable for staging and tenting.

A site diagram is needed for all temporary structures. A floor plan is needed for every tent and stage. See below for the specifics of what needs to be shown on each type of diagram. Both site diagrams and floor plans should be as close to scale as possible. Site plans and floor plans can be created per event in Social Tables (managed by University Events and Event Services). Event Client will work with

Scheduling and Event Coordinator to provide all information regarding the tent or structure rental so that the plan can be created in Social Tables. Events will provide the Event Client with a link or PDF of the finished plan to use for temporary structure permit.

Site Plans

- A scale representation of the structure in relation to surrounding buildings, roadways, sidewalks, parking lots etc.
- Distances measuring the space between the structure and the roadway/building.
- Distances between multiple structures (if applicable).
- If tents have sidewalls, show which sides will be covered.
- The path of ADA accessibility (min width of 36”) to the structure.

Floor plans

- Locations of exits in relation to sidewalks.
- Layout of all tables, chairs and furniture.
- Show path of egress/exit to openings.
- Location of all catering tables.
- Location of all equipment for event (generator, dance floor, stage, etc...).

8.2 Inclement Weather Procedures

All outdoor space reservations must schedule an indoor rain venue, an alternate rain date, or communicate a plan to either cancel the event or proceed outdoors in the event of inclement weather. Some university services such as audio-visual rentals may not be permitted at the event if there is a chance of inclement weather. Cancellation or venue change due to inclement weather must be communicated to University Events and/or other event support entities prior to the set-up of the event.

Appendix A: Special Use Spaces

Special Use Space: Certain spaces/venues are deemed special use spaces due to their uniqueness of operation and/or contractual agreement with the University. Special use space is subject to the approval of the special use space facility manager. University Events will maintain the list of Special Use Spaces. The Events Logistics and Impact Group will recommend changes to this list to the Executive Council.

These spaces are:

- Athletic and Recreational Spaces
 - Field house
 - RAC
 - Aquatic and Fitness center
 - Freedom Center
 - Student Activities Building (Name TBD)
- Performance Venues
 - Hylton
 - Center for Performing Arts
 - Harris Theater
 - Performing Arts building
- Dining Spaces
- EagleBank Arena
- Housing and Residence Life Spaces
- Parking Lots
- Smithsonian-Mason School of Conservation
- The MIX (located at Horizon Hall)
- Departmental Conference Rooms (with maximum capacity of 30 or less)
- Fenwick Library
- JC Flex Space
- Mason Korea
- Fenwick A Wing