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Overview

Milken Institute School of Public Health (Milken Institute SPH) is committed to advancing the health of the populations of our local, national, and global communities. The Milken Institute SPH Event team is dedicated to creating exceptional experiences that align with the school’s mission while also setting a standard of excellence synonymous with the highest level quality, professionalism, customer service and remaining an important part of GW’s brand in an effort to cultivate loyalty among event attendees.

Building Highlights and Features
The state-of-the-art Milken Institute SPH building is home to the school’s seven academic departments, and features a variety of event spaces to enhance your event experience. The nine-story building, which opened in the spring of 2014, includes a number of healthy and energy-efficient features in its design. These features have earned it a LEED Platinum status, the highest designation given by the United States Green Building Council. Building highlights include:

- 115,000 square feet of gross floor area
- 227-seat auditorium
- Seven story atrium
- Seven conference rooms
- Two lecture halls
- Nine kitchenettes
- Five exercise science labs
- 14 classrooms
- 81 bike stations
- One yoga studio
- Two showers and locker rooms

Event Venues

Reservable Public Spaces
The following spaces may be reserved by members of the GW community as well the general public. Inquiries and requests about these spaces should be made through the Milken Institute SPH Online Events Form. (go.gwu.edu/gwsphevents) Failure to complete this form will result in denial of request and/or a delayed response to an inquiry:

Convening Center
Auditorium
Lecture-Style Classrooms
Module Classrooms
Lecture Halls
Lounge Areas/Study Areas

Rooms and Spaces in Ross Hall – Milken Institute SPH Event Services does not book nor manage rooms or spaces in Ross Hall.

Non-Public Spaces

Milken Institute SPH team and conference rooms are available for faculty and staff use only. Milken Institute SPH Event Services does not manage nor book rooms in these spaces. Staff and faculty should make reservations through the receptionist on their floor. For more information about reserving a team room or conference room or to see room availabilities please go to http://publichealth.gwu.edu/facilities/950-nh-staff-space

Event Tip: Faculty and staff who are seeking to host smaller workshops and/or seminars should consider utilizing these rooms when hosting events where food may be involved.

Study Spaces

Open Study Areas: The building contains open study areas for student meetings, studying and collaboration on the 2nd through 7th Floors. These spaces are designed to accommodate both undergraduate and graduate students and come fully equipped with seating, tables, electrical outlets as well as kitchenettes and water stations on every even floor.

Event Tip: Students seeking space for smaller impromptu events and/or socials where food and beverage may be involved should consider utilizing these spaces. Students must complete the online events request form to reserve any of these spaces.

Enclosed Study Areas: Study Rooms 206, 406, 606 and 706 can be utilized as a quieter study area as well as for private study groups or meetings. Rooms cannot be reserved in advance and are available on a first-come, first-serve basis.
# Room Capacities, Rates and Payments

**Chart of Capacities and Rates for Milken Institute SPH Reservable Public Spaces**

<table>
<thead>
<tr>
<th>Milken Institute SPH Spaces</th>
<th>Maximum Capacity</th>
<th>External Rate</th>
<th>Sponsored Rate</th>
<th>GW Rate</th>
<th>GWSPH Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium</td>
<td>227 Theater</td>
<td>$2,500.00</td>
<td>$1,250.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Convening Center (Rooms A,B,C and D)</td>
<td>400+</td>
<td>$3,500.00</td>
<td>$3,000.00</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Convening Center Room A</td>
<td>160</td>
<td>$1,100.00</td>
<td>$900.00</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Convening Center Room B</td>
<td>49</td>
<td>$800.00</td>
<td>$700.00</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Convening Center Room C</td>
<td>49</td>
<td>$800.00</td>
<td>$700.00</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Convening Center Room D</td>
<td>49</td>
<td>$800.00</td>
<td>$700.00</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Lecture Hall A</td>
<td>111 Theater</td>
<td>$1000.00</td>
<td>$750.00</td>
<td>$500.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lecture Hall B</td>
<td>96 Theater</td>
<td>$1000.00</td>
<td>$750.00</td>
<td>$500.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Executive Case Study Room</td>
<td>75 Theater</td>
<td>$2,000.00</td>
<td>$1,000.00</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Classrooms</td>
<td>20-50 Classroom</td>
<td>$500.00</td>
<td>$375.00</td>
<td>$300.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Room Capacities**

All maximum capacities refer to reception/standing style unless otherwise noted. Inquiries and requests for room capacities based on other configurations can be made via the online event request form.

*Event Tip*: All room reservations are made based on the number of attendees you have listed in your event request. Number of attendees should not exceed the room’s capacity based on its configuration. Please contact the event team to discuss our various layout options.

**Explanation of Rates**

The unit list price provided in the price list is for reference only. Rates and availability are subject to change without notice. All rates are dependent upon the type of use and intended audience of the event.
The explanation of rates are provided as a guide to assist in the event planning process and the Milken Institute SPH senior event planner will make the final determination as to how an event should be classified in terms of rates. The rates provided in this chart only refer to fees associated to space rentals. Additional fees for housekeeping, room setup, security, audio visual support and other technical assistance are not included in this price and will be charged separately. These fees cannot be waived.

**FYI**: Please note that if it is found any time before or during an event that an event request was misleading about their event classification, Milken Institute SPH Event Services reserves the right to charge your organization at the correct rate which will result in additional fees and may result in denial of future use of space at Milken Institute SPH.

**Internal Event**: An internal event is any event hosted by a Milken Institute SPH student, faculty or staff member with more than 75 percent of attendees being Milken Institute SPH students, faculty and/or staff.

**GW Event**: A GW event is any event hosted by a non-Milken Institute SPH GW student, faculty or staff member, with more than 75 percent of attendees being GW students, faculty and/or staff.

**Auxiliary Use**: Auxiliary use is any formal, non-Milken Institute SPH class hosted by a non-Milken Institute SPH student, faculty or staff member, with more than 75 percent of attendees being GW students, faculty and/or staff.

**Sponsored Event**: A sponsored event is any event hosted by a GW student, faculty or staff member in collaboration with a non-GW entity. Furthermore, a sponsored event should be able to be categorized as a sponsored GW event irrespective of the event’s location and should not rely solely on the event site being at Milken Institute SPH. All sponsored events must have a GW point person on the planning team and also be available onsite.

**External Event**: An external event is any event hosted by a non-GW entity independent of a GW student, faculty or staff member. Furthermore, an external event cannot be categorized as a sponsored event based on the non-GW entity’s ability to offer special access or favors to the GW community.

**Fee Waived**: If there is no charge to use a space or if the space rental fee is waived for your event, there will be a non-refundable maintenance fee of up to $500.00. Final determination of this fee will be made by the senior event planner.

**Method of Payment**

Payment for event space can be made in full at the time of an event confirmation or in two installments. No other installments will be accepted.

**Explanation of Billing and Payment Installments**

- Payments include the event rental cost for the licensed space only and do not necessarily reflect the total final cost for the event.
  
- **Payment in Full**: A payment in full of the total event rental cost must be made once an event confirmation has been confirmed by your organization. Payment must be made within three business days of receiving and accepting the event confirmation. Failure to do so will result in forfeiture of the event reservation. All late reservations made 14 business days before the event...
date must be paid in full and failure to do so will result in forfeiture of the event reservation.

c. **Dual Partial Payment:** A non-refundable partial payment of 25 percent of the total event rental cost can be made once an event confirmation has been confirmed by your organization. The non-refundable partial payment of 25 percent must be made no more than 3 business days of receiving and accepting the event confirmation. Failure to do so will result in forfeiture of the event reservation. The second installment of 75 percent and any additional charges for add-ons is due 14 business days before the event date. Failure to do so will result in forfeiture of the event reservation.

### Methods of Payment

a. **Non-GW Forms of Payment:** Payment via check made out to “The George Washington University” is the only method of payment being accepted from non-GW entities. All checks should be sent directly to Steve Doherty or Kristin Isabelle. When sending the check, be sure to provide a copy of the event confirmation.

b. **GW Forms of Payment:** Payment via oracle/banner or via check made out to “The George Washington University” are the only methods of payment being accepted from GW entities. All checks should be sent directly to Steve Doherty or Kristin Isabelle. When sending the check or oracle number, be sure to provide a copy of the event confirmation.

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### Reserving Space for an Event

#### Making Event or Room Requests

All inquiries and requests must be made 30 days prior to the anticipated event date and through the Milken Institute SPH online events request form.

- **Late Requests:** Requests made within 29 days or less of the anticipated event date will be reviewed on a case-by-case basis.

- **Prohibited Forms of Requests:** Requests made via email, phone or in person will not be honored and those making the request will be directed to complete the Milken Institute SPH online events request form.

#### Event Confirmations and Space Reservations

Final approval to host an event at Milken Institute SPH will be made by the senior event planner via an email confirmation letter. No other forms of approval are guaranteed and will not be warranted.

**Request Follow-Ups:** Submission of an event request form is not an automatic approval to host an event at Milken Institute SPH. A follow-up to your request will be made by Milken Institute SPH Event Services within three business days.
Cancellations, Rescheduling & Modifications

Cancellations

In the event that your organization and/or group need to cancel your reservation, we must receive notice in writing.

Submission of Cancellations: Written notices of cancellations should be emailed to gwsphevents@gwu.edu. Your group’s name, event date(s), time(s), and the circumstances that led to your cancellation must be included in the notice. In the subject line it must include ‘Event Cancellation’ and the name of your event.

Cancellations Fees: A cancellation fee will be charged to your organization based upon the following schedule. Any funds remaining will be refunded back to the organization via a check made out to the organization that made the initial payment.

<table>
<thead>
<tr>
<th>Notification of cancellation prior to Event start date</th>
<th>Cancellation fee % of total cost of Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-14 days</td>
<td>100%</td>
</tr>
<tr>
<td>15-30 days</td>
<td>50%</td>
</tr>
<tr>
<td>30+ days</td>
<td>25%</td>
</tr>
</tbody>
</table>

Rescheduling Your Event

In the event that your organization and/or group need to reschedule, we must receive notice in writing.

Submission to Reschedule: Written notices to reschedule should be emailed to gwsphevents@gwu.edu. Your group’s name, event date(s), time(s), as well as the new event date(s) and time(s), and the circumstances that led to your need to reschedule must be included in the notice. Any additional items pertinent to this request or that may change your existing request such as increase/decrease in attendees or change in format should be included in this email as well.

Rescheduling Fees: Requests to reschedule an event will be subject to a non-refundable fee of up to $500.00. Payments, less the cost of your new reservation and the non-refundable rescheduling fee will be applied to your new reservation. Any funds remaining will be refunded back to the organization via a check made out to the organization that made the initial payment.

Space Availability: Space will be assigned based on availability and is not guaranteed.

Making Modifications to an Event
We will make every attempt to accommodate requests for modifications received within seven days prior to your event which is when a final check-in will be made by Milken Institute SPH Event Services. Requests that are made following this time may be difficult to accommodate and will result in a $150.00 setup adjustment charge.

**Event Planning and Assistance**

**Event Assistance**

Milken Institute SPH Event Services is able to assist you host and plan your event. The level of assistance will depend on the type of event you are hosting. In order to gauge the type of support we provide please refer to the event planning flow chart below.

- a. National and/or Global Events
- b. Milken Institute SPH-Wide Events
- c. Departmental
- d. Other Events

**Technical Support**

All event spaces come fully-equipped with either a projector or screen and monitor. When making your request, provide Milken Institute SPH Event Services with all the AV items and support you will need. Please note, depending upon the request additional charges may apply. Prices are subject to change without notice and are determined by the University’s Office of Academic Technologies.

**GW AV Requests**: Departments and students organizations are encouraged to contact the University’s Office of Academic Technologies for specific AV requests at http://acadtech.gwu.edu/contact

**Non-GW AV Requests**: Milken Institute SPH Event Services will make all AV requests through the University’s Office of Academic Technologies. If you have specific questions about the AV equipment and/or support you will have for your event then Milken Institute SPH Event Services will direct you to their office.

**Catering, Food Preparation/Storage and Green Meal Options**

**Catering**: Milken Institute SPH does not require the use of any specific caterer. We require the use of a licensed caterer that is able to operate in the District of Columbia.

<table>
<thead>
<tr>
<th>Local Catering Companies</th>
<th>Full Service</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
</table>
*Please note: The list of local caterers includes caterers our clients have used for past events. No specific caterer is required to host your event with Milken Institute SPH. However, the caterer must be licensed to provide food and beverages for your event while at Milken Institute SPH. If you are unsure about whether a caterer can be used while hosting an event in one of our event spaces please contact the Senior Event Planner for clarification.

**Food Preparation:** Milken Institute SPH expects all caterers to be aware of the type of food preparation space they will have when setting up for an event. If a caterer would like to see the space beforehand, an appointment to view the space may be scheduled with someone from Milken Institute SPH Event Services or an approved host from your organization.

**Food Storage and Refrigeration:** If a fridge and/or storage are needed by the caterer, it is the caterer’s responsibility to notify their clients during the process of their agreement. Kitchenette and refrigeration space is limited in the Milken Institute SPH building. Caterers should not base their drop off and set-up times based on the utilization of food storage and refrigeration spaces at Milken Institute SPH unless otherwise approved by the Senior Event Planner in writing. Milken Institute SPH is not liable for any food and/or beverage that may spoil or become inconsumable before or during an event due to lack of food storage options.

**Removal of Food and Beverages:** All leftover food and beverages should be immediately removed from the event space following the event. Food that is left out after an event will be thrown out and food left in refrigerators from an event must be removed within one business day following the event.

**Greener Meal Options:** In an effort to support healthier and increase physical activity, Milken Institute SPH suggests guests break for lunch and walk to one of the 200 local restaurants and eateries within the seven-block building radius.

**Alcohol**

All events that will serve alcohol must have a licensed bartender serving the alcohol.

Any event where minors and/or undergraduates students are invited will require that at least one GW Police Officer is present. All other events where alcohol will be served may require security and will be determined on a case-by-case basis through GW Police Department (GWPD).

a. GWPD will determine if additional officers are needed.
   b. The current rate for security is $43.80 an hour for each officer present. This price is determined by the GWPD and is subject to change without notice.

Milken Institute SPH reserves the right to restrict the consumption of alcohol at an event by requiring a drinking maximum, cut off and/or start time and also the use of drink tickets. Any fees associated with these requests will be made at the expense of your organization.

**Security and Staffing for your Event**

Depending upon the type of event, Milken Institute SPH and/or GWPD reserves the right to require additional security and/or staffing for your event. Any fees associated to these requests will be made at the expense of your organization.
The current rate for security is $43.80 an hour for each officer present. This price is determined by the GW Police Department and is subject to change without notice.

Fees associated with additional staffing by Milken Institute SPH Event Services or GW will be determined based on the type of staffing support provided.

**Access and Accommodations for Persons with Disabilities**

**GW Entities:** If your organization or department is hosting an event where special accommodations are needed for persons with disabilities please contact Disability Support Services at [http://gwired.gwu.edu/dss/](http://gwired.gwu.edu/dss/). Most services provided through their office are free for GW entities.

**Non-GW Entities:** If your organization or department is hosting an event where special accommodations are needed for persons with disabilities please contact Disability Support Services at [http://gwired.gwu.edu/dss/](http://gwired.gwu.edu/dss/). Services provided through their office may require a fee for non-GW entities.

**Furniture and Equipment**

Most rooms come fully-equipped with the furniture and equipment needed to host your event. Any equipment such as stages that may alter the space requires written approval from the Senior Event Planner.

Events utilizing the Convening Center and/or lobby spaces may require additional furniture and equipment. When making event requests in these spaces it is best to make sure you have the correct number of attendees and desired room configuration. While Milken Institute SPH Event Services can assist with locating vendors to supply furnishings for your event, any costs associated with additional furnishing and/or equipment of a space must be covered by your organization.

**Event Décor**

Written approval must be obtained from the Senior Event Planner in order to add any decorations to your event space. Any organization found in violation of this will be lawfully and financially responsible for any damages and/or injuries resulting in failure to adhere to these procedures.

**Use of Adhesive Items:** Pinning, taping or otherwise affixing items to curtains, walls or set pieces is not permitted.

**Prohibited Décor:** Candles and any other sources of open flame or heat are strictly prohibited without written permission from the Senior Event Planner. Confetti, glitter, sand and similar materials are also prohibited.

**Directional/Informational Signs:** Signs used to help guests locate your event or to note reservation of a space are permitted inside of the building. Signs must be able to stand alone or via free-standing easels and cannot be taped, pinned or affixed to any walls, ceilings or flooring. Signs should not obstruct passage from doorways, elevators, stairwells, walkways, restrooms or obstruct the natural flow of any space.
Publicity, Advertising, Photography and Creative Services

Posting

Pinning, taping or otherwise affixing posters to curtains, walls or set pieces is not permitted anywhere inside or outside of the building. Organizations or departments seeking to advertise their event in the Milken Institute SPH building should contact the school’s Office of Communications at gwsphweb@gwu.edu.

Chalking

Chalking, use of spray cans and/or any other forms of temporary or permanent signage/décor are not permitted inside or outside of the building. Organizations or departments seeking to advertise their event in the Milken Institute SPH building should contact the school’s Office of Communications at gwsphweb@gwu.edu.

Leafleting

Leafleting is not permitted inside of the buildings. Organizations or departments seeking to advertise their event in the Milken Institute SPH building should contact the school's Office of Communications at gwsphweb@gwu.edu.

Submitting Events to the Calendar

Those hosting events in the Milken Institute SPH building are encouraged to submit their event to the main GW events calendar at http://calendar.gwu.edu. When submitting your event, select “Milken Institute School of Public Health” as the event category. Once submitted, your event will be reviewed by the school’s event staff. When approved, it will automatically appear in the following locations:

1. The main GW events webpage
2. The Milken Institute SPH events webpage (30 days before the event)
3. The digital screens in the Milken Institute SPH building (30 days before the event)
4. The school’s faculty & staff newsletter
5. The school’s student newsletter

Digital Signage

Two digital screens are located near the elevators on all nine stories of the Milken Institute SPH building. These screens display all upcoming events posted to the main GW events calendar that have been categorized as “Milken Institute School of Public Health” on the right-hand side of the screens.

If you would like your event to be featured on the main portion screen, please provide the Office of Communications with a (1280 pixels wide x 720 pixels high, 100 dpi) image up to two weeks in advance of your event at gwsphweb@gwu.edu. Your image will be displayed within two business days of receiving the correct image file. The communications office has the right to reject any images it deems inappropriate or conflicting with the mission of the school.
Use of Milken Institute SPH Logo

If you are partnering with Milken Institute SPH for an event and would like to use its logo on event materials please contact the Office of Communications at gwsphweb@gwu.edu. Please include information on how the logo will be used, where it will appear, and if known, what type of file is needed (.jpg, .eps, .png, etc) so we may provide you with the correct logo for your needs. The communications office must approve all items that include the Milken Institute SPH logo.

Borrowing Milken Institute SPH Pull-Up Display Banners:

Milken Institute SPH has three school-branded retractable pull-up banners available for use by Milken Institute SPH faculty, staff and students for event purposes. There are two 36” W x 80” H pull-up banners that include the Milken Institute logo, website and social media along with a photo of either the Capitol building or the GW Hippo in the design. The third pull-up banner is 48” W x 80” H and is a step and repeat with the Milken Institute SPH logo. The step and repeat is commonly used as a background for posed photographs. To borrow a pull-up banner(s) email gwsphweb@gwu.edu, and we will email you a sign-out form. In agreeing to sign out the banner, you are held liable for the cost of any damages incurred until the banner is returned to the communications office.

Purchasing Milken Institute SPH Promotional Items:

If your event requires Milken Institute SPH-branded promotional items please contact the Office of Communications (gwsphweb@gwu.edu) at least one month prior to your event to ensure adequate time to research competitive pricing options, design, produce and ship the promotional items. Requests for promotional items that are submitted 29 days or less before a scheduled event will be taken on a case-by-case basis.

Photography and Videography

Milken Institute SPH communications office does not have an on-staff photographer or videographer. For major school-wide events (such as graduation) the communications office contracts with professional photographers and videographers. For smaller events, you have several options for photographing your event:

**GW Creative Services**: GW Creative Services has two staff photographers and you can place an online request for photography services at http://creativeservices.gwu.edu/place-request. The current rate is $65/hour for GW faculty, staff and students at Milken Institute SPH, which will be charged to your department, group or organization. Should the staff photographers be unavailable, Creative Services has a list of freelance photographers they recommend (note: cost per hour of the freelance photographer is usually higher).

GW Creative Services also has a team of videographers that can film and edit your event or project. The current rate is $65/hour for filming and editing which will be charged to your department, group or organization. You can submit a request to Lesley Grier at lesleyg3@gwu.edu with the date, time, location and brief description of the project. Submit requests as far in advance as possible.
**Academic Technologies:** GW Academic Technologies offers videography and film editing services. It currently charges $90/hour for on-campus recording, $150/off-campus recording and $45/hour for editing during normal business hours. If you require its services outside regular business hours you will be charged time and a half. These services will be charged to your department, group or organization. You can submit a request to Nikodimos Fikru at ethio@gwu.edu or 202-994-4871 with the date, time, location and brief description of the project. Submit requests as far in advance as possible.

**Media Relations**

Milken Institute SPH Office of Communications offers media relations services for large GW-wide events that are relevant to regional and national audiences. Services include the development and pitching of a media advisory on the event to targeted reporters. In addition, the communications team will also post the advisory to the Milken Institute SPH website and select newswire services. A communications staff member will coordinate with media who would like to attend and work the event on the day-of. If you think your event may require media relations services please contact gwsphmedia@gwu.edu.

**Milken Institute SPH e-Newsletters**

There are two Milken Institute SPH e-Newsletters, one for faculty and staff and the other for students. Both e-Newsletters are emailed every Monday morning. As mentioned, all items categorized as “Milken Institute School of Public Health” in the main GW events calendar will pull into the weekly newsletters the week prior to the event. If you would like your event to be featured in the newsletter, please submit an announcement to the SPH Communications team no later than close of business on the Wednesday, the week prior to the next edition. Submissions sent after COB Wednesday will not be included. Submissions must include relevant details including – event title, description, speakers, date, time, location and RSVP instructions.

**Branding:**

Milken Institute SPH will provide branding services for large-scale internally-hosted GW events. This includes branded fliers and materials to promote the event. If you think your event qualifies for branding services please contact gwsphweb@gwu.edu.

**Conditions of Usage**

**Prohibited use of space**

Milken Institute SPH Event Services reserves the right to prohibit the use of the Milken Institute SPH building by any organization when it is deemed to be harmful and/or against the mission and values of Milken Institute SPH and the GW community.
Insurance

Milken Institute SPH Event Services reserves the right to require any entity hosting their event at Milken Institute SPH to provide proof of insurance. Insurance requirement is not automatic but is made on a case-by-case basis and can be made anytime up until the first day of the intended event.

Damages

Please note that if a scheduled space is left excessively dirty or otherwise damaged following your organization's use of it, Milken Institute SPH reserves the right to charge your organization an additional housekeeping fee which will be a minimum of $150.00 in addition to hindering your organization’s future use of space at Milken Institute SPH. As such, please make sure that at the conclusion of your event, all trash is placed in the trash cans that we provide and any leftover items are properly disposed of or taken with you.

Prohibited items

- Glitter/Confetti
- Stovetops
- Weapons, projectiles and fireworks
- Live animals other than service animals required because of a disability
- Helium balloons
- Hazardous chemicals or materials
- Artificial noise makers (example: horns, whistles)

Space configuration and setup

Unless previously arranged with the Senior Event Planner, event furniture should be returned to the room's original configuration. For the safety of our guests, unless the furniture has been made to be moved easily assistance should be sought to reconfigure a space. Guests may move furniture at their own discretion, but Milken Institute SPH is not liable for any resulting injuries or damages. Damages and/or injuries that occur as a result of guests moving furniture are the sole responsibility of the organization and/or parties hosting the event.

Please note: A fee may be associated with room reconfiguration depending on when Milken Institute SPH Events Services is notified. Please review the policy on event modifications (add link/reference).

Trading and sharing spaces

Trading and sharing spaces is not permitted.

Trading Spaces

Trading spaces is defined as any entity that has an existing room reservation with Milken Institute SPH Event Services and chooses to exchange their reserved space with another entity that may or may not have a room reservation without prior written confirmation from the Senior Event Planner.
If damages or any other issues arise in the reserved space, it will be the responsibility of the organization whose name the reservation is under to pay for associated expenses.

**Sharing Spaces**

Sharing of space and/or giving access to another organization or persons may result in additional charges. Such issues may arise when a group leaves a reserved space early and allows another group to use their space without notifying the Senior Event Planner.

Each organization hosting their event at Milken Institute SPH should utilize the spaces that have been assigned to them. Utilizing spaces outside of your designated event space may result in additional charges. If additional space is needed please contact the Senior Event Coordinator about making modifications to your event. (Reference Modification Section)

**Moving Event Venues**

Milken Institute SPH reserves the right to relocate your event space if there is an unforeseen issue in regards to the safety of a room. Milken Institute SPH will only move a venue to a space that is of greater or equal accommodation without additional cost to the organization. Milken Institute SPH will give as much advance notice as possible if and when this occurs.

**Events with Minors**

All organizations hosting events where minors will be present should adhere to proper standards and regulations when monitoring and caring for minors. If Milken Institute SPH Events Services believe at any time while planning or hosting event that the safety of minors is not being adhered to, Milken Institute SPH Event Services may bring in additional support and/or chaperones. Costs associated with this additional staffing will be charged to your organization’s final bill.

**Food and Beverage Consumption**

**Water:** Water that is in a container with a sealable lid or cap is permitted in all areas of the building unless otherwise noted by the designee of that space.

**Prohibited Locations for Food and Beverages:** Not including water, all food and beverages are prohibited in all lecture halls, auditoriums, case study room, and classrooms.

Those utilizing any of these rooms for events purposes should work with the senior event planner to determine an alternate location within the building to serve food and beverages. (Link to greener meal options)

**Permissible Locations for Food and Beverages:** Floors 2, 4 and 6 come fully equipped with a kitchenette area and filtered water station. Guests are encouraged to utilize these spaces when consuming food or beverages. Please note that these areas must also be reserved through the events team.
Housekeeping

If your room is found messy prior to your event please contact the senior event planner or the designated onsite event staff member for assistance. Turnover of rooms and trash receptacles are automatically requested via event services for events lasting six or more hours. If an event that lasts less than six hours will require turnover, please notify the senior event planner during the event planning process so arrangements can be made with housekeeping.

Emergency

Hosts should make themselves aware of all fire exits and adhere to standard emergency procedures. Whenever possible, if the safety of the SPH Event staff is not in jeopardy, the host will be updated by the SPH Event Services Staff of any known emergencies and will assist to guide guests to safety. Hosts and guests should follow any directions given by building staff and security during emergencies.

Inclement Weather and University Closings

Milken Institute SPH Event services are not responsible for any loss in fees resulting in unexpected university closings. Space rental fees will be refunded 100 percent minus any fees associated to AV or additional technical assistance provided via GW.

Maintenance

If any furniture or fixture is found broken or unsuitable to use please contact the senior event planner or the designated onsite event staff for assistance.

Lost and Found

Lost and found items will be turned over to the GW Police Department. If an item is found and given to a Milken Institute SPH Event Services staff member, the item will be held for one business day following the event. Milken Institute SPH Event Services will notify the group and/or group’s host of the found item and will hold the item if it is claimed within that business day. If the item is not claimed within one business day it will be given to GW PD and held for 30 days. After 30 days, items are donated to a local charity. Contact GW’s Lost and Found at lostandfound@gwu.edu or 202-994-6948 between 8 am and 5 pm on business days.

Event Storage

The Milken Institute SPH building has limited storage space. Milken Institute SPH Event Services may be able to provide storage for your event supplies prior to, during or after an event. Please contact the senior event planner to get more information about storing items for an event.