

Event Booking Rates & User Fees (2023-24)

Milken Institute School of Public Health (SPH) Events has four event classifications, and are defined as:

- **Internal:** Any event hosted by a SPH student, faculty or staff member. Internal events with 75% of attendees being SPH-affiliated are not subject to booking fees.
- **University:** Any event hosted by a GW department or student organization. A university event with less than 75% of attendees being GW-affiliated is categorized as External.
- **Sponsored:** Any university event in collaboration with an external entity. Sponsored events with less than 75% of GW-affiliated attendees are categorized as External.
- **External:** An event hosted by a non-GW entity. The GWU Hospital & Medical Faculty Associates (MFA) are classified as external entities.

Daily Booking Rates

The following daily rates are for full day bookings, which have a maximum booking time of 8 hours.

SPH Venue	Internal (SPH) *	University (GW)	Sponsored	External
Convening Center	\$1000	\$2000	\$3000	\$4000
Auditorium	\$1000	\$1500	\$1750	\$2000
Executive Case	\$750	\$1000	\$1500	\$2000
Lecture Hall (each)	\$250	\$500	\$750	\$1000

** SPH department & student organizations are not charged rental fees; an internal event with less than 75% of attendees being SPH students, faculty or staff may be subject to booking fees.*

Required User Fees & Additional Booking Charges

In addition to university-mandated fees for housekeeping, facilities set-up, and GW security, the following are required and must be paid by the event organizers regardless of classification:

- **Weekends:** Events on weekends are charged a fee of \$250 for internal & \$500 for non-SPH events.
- **Space Holds:** An event requiring a space hold the day before an event will be charged an additional 50% of the daily rate.
- **Early/Late Access:** Events requiring access outside regular event hours will be charged \$100/hr.
- **Layout changes:** Once a space has been set, changes in layout will incur a \$100 fee.
- **Additional time:** Events that exceed the eight-hour limit will be charged \$100/hour.
- **Storage:** Materials, external furniture, and external property after an event will incur a fee of a \$100/day.

Event Modifications & Cancellations

Once an event is approved, fees associated with modifications and cancellations are as follows:

- Modifications or cancellations more than 30 days prior to the event start: \$100
- Booking modifications under 30 days: 25% of daily rate
- Booking cancellations under 30 days: 50% of daily rate

Payment & Billing

Costs owed by GW schools, departments, and student organizations must be paid via transfer after the event. Payments owed by external groups must be submitted by credit card or check sent by certified mail, and paid in full prior to the start of an event.