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Introduction

Mission

The Milken Institute School of Public Health (GWSPH) is committed to advancing the health of the populations of our local, national, and global communities by providing the best education to foster the next generation of public health leaders. Events at GWSPH aim to further this mission by providing clients and guests with the best possible experience—one that empowers them to actively engage in the program and impact progress.

Building Highlights and Features

The award-winning GWSPH building is home to the school’s six academic departments, and features a variety of event spaces. The nine-story building, which opened in the spring of 2014, includes a number of healthy and energy-efficient features. The building earned a Leadership in Energy and Environmental Design (LEED) Platinum designation, the highest given by the United States Green Building Council. The building features include:

- 115,000 square feet of gross floor area
- 225-seat auditorium
- 7-story tall atrium
- 2 theatres
- 14 classrooms
- 81 bike stations
- Less than a 5-minute walk from the Foggy Bottom-GWU Metro station
- Configurable convening center with floor-to-ceiling windows
- Webcasting capability
Room Capacities, Rates and Payments

The following spaces may be reserved by members of the GW community and the general public. Inquiries and requests about these spaces must be made through the GWSPH Online Events Form.

- **Theater A** (Room B100A)
- **Theater B** (Room B100B)
- **Auditorium** (Room 100)
- **Executive Case Study Room** (Room 700A)
- **Classroom** (with tables)
- **Classroom** (with desks)
# Capacities and Rates for GWSPH Event Spaces

<table>
<thead>
<tr>
<th>Function Space</th>
<th>Capacity*</th>
<th>External Rate</th>
<th>Partner Rate</th>
<th>GW Rate</th>
<th>GWSHPH Rate</th>
<th>Student Org Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium</td>
<td>225 Theater</td>
<td>$2,500.00</td>
<td>$1,500.00</td>
<td>$1,000.00</td>
<td></td>
<td></td>
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<tr>
<td>Executive Case Study Room</td>
<td>75 Theater</td>
<td>$2,000.00</td>
<td>$1,000.00</td>
<td>$800.00</td>
<td></td>
<td></td>
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<tr>
<td>Theater A</td>
<td>111 Theater</td>
<td>$1,000.00</td>
<td>$750.00</td>
<td>$400.00</td>
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<td></td>
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<tr>
<td>Theater B</td>
<td>96 Theater</td>
<td>$1,000.00</td>
<td>$750.00</td>
<td>$400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Convening Center (Rooms A, B, C, D)</td>
<td>350 Reception</td>
<td>$3,500.00</td>
<td>$2,500.00 $1,500.00</td>
<td>Contact the GWSPH events office for rate information</td>
<td>Contact the GWSPH events office for rate information</td>
<td></td>
</tr>
<tr>
<td>Room A</td>
<td>80 Reception</td>
<td>$1,100.00</td>
<td>$760.00</td>
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<td></td>
</tr>
<tr>
<td>Room B</td>
<td>50 Reception</td>
<td>$800.00</td>
<td>$580.00</td>
<td>$350.00</td>
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<td></td>
</tr>
<tr>
<td>Room C</td>
<td>50 Reception</td>
<td>$800.00</td>
<td>$580.00</td>
<td>$350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room D</td>
<td>50 Reception</td>
<td>$800.00</td>
<td>$580.00</td>
<td>$350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lounges</td>
<td>varies</td>
<td>$750.00</td>
<td>$600.00</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classrooms</td>
<td>varies</td>
<td>$500.00</td>
<td>$300.00</td>
<td>$200.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Capacity subject to change based on final function space set-up. A member of the GWSPH events office will confirm capacity after an event is approved.

## Explanation of Event Classification

The rates provided in this chart only refer to space rentals (“Event Fee”). Additional fees for audio-visual equipment, technical support, room set-up, housekeeping, catering, staffing, and equipment rental fees may apply (refer to Building Resources).

Rates and availability are subject to change. The GWSPH events office reserves the right to determine the appropriate event classification for all events.
• **External Event:** An event hosted by a non-GW entity independent of a GW department or registered student organization. An external event cannot be categorized as a partner event based on the host’s ability to offer special access or favors to the GW community.

• **Partner Event:** An event hosted by a GW department or registered student organization in collaboration with a non-GW entity. To include events hosted by a GW department or registered student organization where fewer than 75 percent of the attendees are GW students, faculty, or staff. The GW partner must be part of all correspondence and onsite for the duration of the event.

• **GW Event:** An event hosted by a non-GWSHP GW department or registered student organization, with at least 75 percent of attendees being GW faculty, staff, or students.

• **GWSPH Event:** An event entirely hosted by a GWSPH department faculty, staff or registered student organization with at least 75 percent of attendees being GW faculty, staff, or students.

• **GW Student Organization Event:** An event entirely hosted by a GW registered student organization with at least 75 percent of attendees being faculty, staff, or students.

Please note: If the event details confirmed with the GWSPH events office are different from those received on the request form, the office reserves the right to charge all appropriate fees. That may result in additional fees and denial of future event requests.

**Payment**

GWSPH will only accept payment from one organization. Fees will not be split.

A non-refundable partial payment of twenty-five percent (25%) of the rental fee must be made once the event has been confirmed by GWSPH. The partial payment must be made within five (5) business days after the client signs the event confirmation sheet. Failure to make the partial payment will result in forfeiture of the client’s reservation.

The remaining seventy-five percent (75%) of the rental fee, and any additional fees, is due fifteen (15) business days before the event start date. Failure to make the payment will result in forfeiture of the reservation.

All payments may be made via check, credit card (Visa, Mastercard, or Discover) or oracle alias. All checks should be made payable to: The George Washington University, Attn: Events Office,
950 New Hampshire Avenue NW, Suite 700, Washington, DC 20052. When sending the check, be sure to provide a copy of the event order.

All rental fees and additional fees, for late reservations made 15 business days before the event date, must be paid in full.

**Requesting Space for an Event**

**Submitting Event Requests**

Requests must be made at least 30 days prior to the anticipated event date at the GWSPH online events request form.

Late Requests: Requests made fewer than 30 days prior to the anticipated event date will be reviewed at the events office’s discretion.

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 GWSPH online events request form.

**Approval to Hold an Event**

Submission of an event request is not an automatic approval to host an event at GWSPH. A follow-up to your request will be made by the events office for further details or to schedule a meeting. After learning more about the proposed event, the events office will determine if it approves or denies the request.

**Planning an Event**

**Meeting with Events Office**

After reviewing the request and determining if there is a chance that GWSPH can accommodate it, the events office will meet with the requesting organization and its partner, if applicable. The requesting organization may send up to two (2) representatives who should be able to provide information about the event and its needs, regardless of their role in planning the event. At the meeting the assigned event planner will need to know:

- proposed agenda or timeline for the event
- desired set-up and audio-visual expectations
- catering needs
- VIP guests expected to attend
- marketing and outreach plan

After the meeting, based on the information provided, the assigned event planner will determine if GWSPH is able to accommodate the event.

**Event Orders**

Final approval to host an event at GWSPH will be made by the events office through the event order. No other forms of approval will be honored.

The events office reserves the right to place events in specific rooms based on the planned activities and information conveyed by the organization to its assigned event planner.

Once an event order is sent to the organization, it must be signed and returned, with payment information, within five (5) business days unless otherwise stated by the assigned event planner. Failure to return a signed event order in the designated timeframe will result in forfeiture of the event space.

**Modifications and Cancellations**

**Modifications to an Event**

Any modifications to the event order may result in additional charges. If modifications are approved, the events office may require the organization to sign a new event order. The modified event order must be signed and returned, with payment information, within five (5) business days unless otherwise stated by the assigned event planner.

We will attempt to accommodate requests for modifications received within ten (10) business days prior to your event. Requests that are made following this time may be difficult to accommodate.

Once an event is confirmed by the events office, organizations may not assign, transfer, or sublease their assigned space to another organization.
Cancellation

In the event that your organization needs to cancel your reservation, we must receive notice by email to gwpshevents@gwu.edu and to your assigned GWSPH event planner. The message must contain your group’s name, event date(s), time(s), and the reason for cancellation. The subject line must include ‘Event Cancellation’ and the name of your event.

A cancellation fee will be charged to your organization based on the following schedule. Any received payments beyond the cancellation fee 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

In the event that your organization needs to reschedule, we must receive notice in writing to gwpshevents@gwu.edu and your assigned GWSPH event planner. The message must include your group’s name, event date(s), time(s), and requested new event date(s) and time(s), and the reason for rescheduling.

The GWSPH events office will determine if it can reschedule your event. Submitting a request does not guarantee the event will be rescheduled. Rescheduling an event may result in additional fees for services or goods ordered.

Using Reservable Event Spaces

Access

No access to event spaces other than the reserved event space is permitted.
All participants and vendors affiliated with events must follow the directions of authorized university personnel with respect to use of the event space.

For access to event spaces, including for vendor needs, before the building opens or after it closes, a security fee will apply.

**Food and Beverage Service**

GWSPH’s list of preferred caterers (listed alphabetically) is included below. We require the use of a licensed caterer that is able to operate in the District of Columbia and who will provide a certificate of insurance (COI) naming the University as an additional insured. A copy of the COI must be sent to the GWSPH events office prior to the event. If alcohol is served at the event, it must be delivered by a licensed distributor for the District of Columbia and the caterer must have a valid liquor license for the District of Columbia.

If a client would like to use a caterer outside of those listed below, that company must be approved by the events office prior to you contracting their services.

- Creative Catering DC
- Green Plate Catering
- La Prima
- Occasions
- Ridgewells
- Root and Stem
- RSVP
- W. Miller (drop-off service only)

*Please note: Potlucks hosted by clients in reservable event spaces are prohibited at GWSPH.*

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

Not including water in sealable containers, all food and beverages are prohibited in all spaces reserved for events, unless otherwise authorized by the events office.

Clients are responsible for removing all remaining food and beverages or placing them in trash or recycling containers. If GWSPH disposes of leftover food and beverages remaining after an event, then additional housekeeping fees may apply.

The Milken Institute School of Public Health recognizes the importance of environmental health and its impact on public health. We have created guidelines based on these issues and encourage clients to incorporate them into their events.
• Sustainability: Wherever possible, consider environmentally-friendly alternatives for your event, e.g., reusable or reduced event materials, biodegradable or reusable catering serviceware

• Healthy Options: When speaking with your caterer, ask them for healthy options such as no sugar-added drinks, locally-sourced ingredients, and low-fat, high-protein items

Alcohol

Any alcohol at events must be provided and served by a caterer with a valid liquor license for the District of Columbia.

All events on campus where alcohol is served requires a GW Police Department (GWPD) presence. The rate for a GWPD officer is $48.00 an hour, per officer, with a 4-hour minimum. This price is determined by GWPD and is subject to change.

Milken Institute SPH reserves the right to restrict the consumption of alcohol at an event.

Admitting Guests to Events

The Milken Institute SPH building is open and operating:

Monday through Friday: 7:00 a.m. to 11:00 p.m.
Saturdays: 7:00 a.m. to 3:00 p.m.
Sundays: Closed
Holidays: Follows the university holiday schedule

When entering the building during the above hours, guests must check in with the organization’s event staff for registration.

The GWSPH and GWPD reserves the right to require staffing for your event. Any fees associated with these requests will be made at the expense of your organization. Fees associated with additional staffing by will be determined based on the type of support required.

Accessibility

The Milken Institute SPH building is accessible. If you require accessibility needs for your program, please speak with your assigned event planner.

Additionally, the university’s office of Disability Support Services may be able to provide services or recommendations of providers.
Deliveries

Deliveries of large items must be made through the 24th Street entrance of the building. Contact your assigned event planner for access.

Selling Items

Though our building has restricted access, we cannot guarantee the safety of either items for sale or proceeds from the sale. It is advised that events consider a GWPD presence at events where items are sold, particularly those where payment is made with cash.

Book sales at events on campus must be made by the GW Campus Store. Your assigned event planner will make these arrangements. There is no charge for the GW Campus Store to sell books.

Signage and Decorations

Written approval must be obtained from an assigned event planner before adding any decorations to an event space. Any organization found in violation of this will be responsible for any damages.

- Use of adhesive items: Pinning, taping or otherwise affixing items to fixtures, walls, windows or furniture is not permitted.
- Prohibited decorations: Candles and any other sources of open flame or heat are strictly prohibited without written permission from the GWSPH events office. Helium balloons, confetti, glitter, sand and other similar materials are also prohibited.
- Signs: You may use signs to help guests locate your event inside the building. They must be able to stand alone or with free-standing easels and cannot be taped, pinned or affixed to any walls, ceilings or floors. Signs should not obstruct passage from doorways, elevators, stairwells, walkways, restrooms or emergency exit pathways.

Sound Limitations

Amplified sound is only allowed in closed spaces, i.e., rooms with solid doors that act as a reasonable buffer to limit the extent of the sound to the event space.

Any other sound at events must be contained to the event space.

Any exceptions to the sound policy listed above requires the approval of the GWSPH events office.
Building Resources

Technical Support

Most event spaces come fully-equipped with basic technology support to include a projector with screen, in-room computer, monitor, and a microphone. AV items should be listed in your event request and discussed with your assigned event office planner. If additional items are needed outside of GWSPH’s inventory, extra fees may apply.

Housekeeping

If your event space is found messy prior to your event please contact the GWSPH events office or the designated onsite event staff member for assistance. Turnover of rooms and trash receptacles are automatically requested via event services for events lasting more than an hour or with food and beverage service. Housekeeping services are approximately $26.25/hour with a 4-hour minimum.

Emergency Procedures

Hosts should make themselves aware of all fire exits and adhere to standard emergency procedures. Whenever possible, the host will be updated by the GWSPH events office of any known emergencies and event staff will assist in guiding guests to safety. Hosts and guests should follow any directions given by building staff and security during emergencies.

Inclement Weather and University Closings

In the event of causes beyond its reasonable control, including but not limited to, labor disputes, strikes, lockouts, shortages of or inability to obtain labor, energy, raw materials or supplies, war, riot, acts of terrorism, civil unrest, an act of nature (including but not limited to fire, flood, earthquakes or other natural disasters) or governmental action (including but not limited to any law, regulation, decree or denial of visas or residence permits), neither GWSPH, nor any client with a scheduled event during the incident, shall be required to perform the terms of the event confirmation.

Lost and Found

Lost and found items will be turned over to GWPD. The GWSPH events office will notify the client of the found item. After 30 days with GWPD, items are donated to a local charity. Contact
GW’s Lost and Found at lostandfound@gwu.edu or 202-994-6948 between 8 a.m. and 5 p.m. Monday through Friday.

Event Storage

The GWSPH building has no storage space for events. Please make alternative plans if you need to store equipment before or after an event.

Conditions of Usage

Prohibited use of space

The GWSPH events office reserves the right to prohibit the use of the building by any organization that it deems to be harmful or against the mission and values of GWSPH and the GW community.

Disorderly conduct, assaults, drug use, or any violations of law will not be tolerated. In such cases, event staff will notify the GW Police Department for appropriate action.

Insurance

The GWSPH events office reserves the right to require any entity using the building for an event, and any vendors contracted for such use, to provide proof of insurance that meets the minimums set by the university.

Damages

Please note that if a scheduled space is left excessively dirty or otherwise damaged following an event, GWSPH reserves the right to charge your organization an additional housekeeping fee. That may result in additional charges and denial of future event requests.

Prohibited Items

The following items are prohibited within Milken Institute SPH. This list is not exclusive and the events office reserves the right to prohibit additional items that may be found inappropriate.

- Glitter/confetti
- Stovetops
• Weapons, projectiles and firearms, or anything that resembles such items
• Live animals (service animals are allowed)
• Helium balloons
• Hazardous chemicals or materials
• Artificial noise makers (e.g. horns, whistles)

Space Configuration

Damages and injuries that occur as a result of guests or clients moving furniture are the sole responsibility and liability of the client hosting the event. If clients need to modify the set-up of a room, they should speak with their assigned event planner.

Relocation for University Purposes

GWSPH reserves the right to relocate your event if the space is required for university purposes. GWSPH will move an event to a space it considers to be of equal accommodation, without additional cost to the organization, and will provide as much notice as possible.

Events with Minors

All organizations hosting events where minors will be present should adhere to proper standards and regulations when monitoring and caring for them. If the GWSPH events office believes at any time while planning or hosting event that there is a risk to minors, it will add additional support or cancel the event. Costs associated with that support or cancellation will be charged to the client’s final bill.

Document History
Updated: 20 September 2018