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Overview

The 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 by providing the best education to foster the next generation of public health leaders. Events at Milken Institute SPH 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 Milken Institute SPH building is home to the school’s seven 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. They have earned it a Leadership in Energy and Environmental Design (LEED) Platinum designation, the highest given by the United States Green Building Council. Building features available for events include:

- 115,000 square feet of gross floor area
- 227-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
A. 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 Milken Institute SPH Online Events Form.

Capacities and Rates for Milken Institute SPH Reservable Public Spaces

<table>
<thead>
<tr>
<th>Function Space</th>
<th>Capacity*</th>
<th>External Rate</th>
<th>Sponsored Rate</th>
<th>GW Rate</th>
<th>GWSPH Rate</th>
<th>GW Student Org Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium</td>
<td>227 Theatre</td>
<td>$2,750.00</td>
<td>$1,375.00</td>
<td>$1,100.00</td>
<td>$1,100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Executive Case Study Room</td>
<td>75 Classroom</td>
<td>$2,200.00</td>
<td>$1,100.00</td>
<td>$825.00</td>
<td>$825.00</td>
<td>$410.00</td>
</tr>
<tr>
<td>Theatre A</td>
<td>111 Theatre</td>
<td>$1,100.00</td>
<td>$825.00</td>
<td>$550.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Theatre B</td>
<td>96 Theatre</td>
<td>$1,100.00</td>
<td>$825.00</td>
<td>$550.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Convening Center (Rooms A,B,C, D)</td>
<td>350 Reception</td>
<td>$3,850.00</td>
<td>$3,300.00</td>
<td>$2,200.00</td>
<td>$2,200.00</td>
<td>$1,100.00</td>
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<tr>
<td>Room A</td>
<td>150 Reception</td>
<td>$1,210.00</td>
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<td>$550.00</td>
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<tr>
<td>Room B</td>
<td>50 Reception</td>
<td>$880.00</td>
<td>$770.00</td>
<td>$550.00</td>
<td>$550.00</td>
<td>$275.00</td>
</tr>
<tr>
<td>Room C</td>
<td>50 Reception</td>
<td>$880.00</td>
<td>$770.00</td>
<td>$550.00</td>
<td>$550.00</td>
<td>$275.00</td>
</tr>
<tr>
<td>Room D</td>
<td>50 Reception</td>
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<td>$770.00</td>
<td>$550.00</td>
<td>$550.00</td>
<td>$275.00</td>
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<tr>
<td>Lounges</td>
<td>varies</td>
<td>$850.00</td>
<td>$700.00</td>
<td>$550.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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

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, staffing, and equipment rental fees may apply.

Rates and availability are subject to change. The SPH events office reserves the right to determine the appropriate rate classification for all events.

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

**Sponsored Event:** An event hosted by a GW student, faculty or staff member in collaboration with a non-GW entity. A GW contact from the sponsoring organization must be onsite for the duration of the event.

**GW Event:** An 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, or staff.

**GWSPH Event:** An event entirely hosted by a Milken Institute SPH student, faculty or staff member with more than 75 percent of attendees being GW students, faculty, or staff.

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

Please note: If the event details confirmed with the SPH events office is 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

A non-refundable partial payment of twenty-five percent (25%) of the rental fee must be made once the event has been confirmed by SPH. The partial payment must be made no more than three (3) business days after the client receives and accepts SPH’s event confirmation. 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 charges for add-ons, is due fourteen (14) 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: Steve Doherty, 950 New Hampshire Avenue NW, Suite 700, Washington, DC 20052. When sending the check, be sure to provide a copy of the event confirmation.

All late reservations made 14 business days before the event date must be paid in full.
B. Reserving Space for an Event

Submitting Event Requests

Requests must be made 30 days prior to the anticipated event date at the Milken Institute SPH 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 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 events office through the confirmation form. No other forms of approval are guaranteed and may not be honored.

Approval to Hold an Event

Submission of an event request is not an automatic approval to host an event at Milken Institute SPH. A follow-up to your request will be made by the events office within three business days for further details. After learning more about the proposed event, the events office will determine if it approves the request.

C. Cancellations, Rescheduling & Modifications

Cancellation

In the event that your organization needs to cancel your reservation, we must receive notice by email to gwsphevents@gwu.edu and to your assigned Milken SPH 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.

Cancellation Fees: A cancellation fee will be charged to your organization based on the following schedule. Any received payments remaining will be refunded back to the organization via a check made out to the organization that made the initial payment.
Rescheduling

In the event that your organization needs to reschedule, we must receive notice in writing to gwsphevents@gwu.edu and your assigned SPH 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 Milken SPH 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.

Modifications to an Event

We will attempt to accommodate requests for modifications received within five (5) business days prior to your event. Requests that are made following this time may be difficult to accommodate and may result in additional charges.

D. Catering

The 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 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 SPH events office prior to the event.

Below is a list of local caterers that clients have used in the past:
- Creative Catering DC
- Occasions
- Ridgewells
- RSVP
- Green Plate Catering
- Restaurant Associates

*Please note: Potlucks hosted by clients in reservable event spaces are prohibited at Milken Institute SPH.*
**Food and Beverage Service**

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 from event spaces. The Milken SPH will dispose of leftover food remaining after an event and assess any necessary cleaning fees.

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
  - If requested, the SPH event office can contact a student organization to collect food leftovers from events for donations to a local shelter.
- **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.

An event with students present where alcohol is served requires a GW Police Department (GWPD) presence. Other events with alcohol service may require security and will be determined by the events office.

  a. The rate for a GWPD officer is $46.50 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.

**E. Security and Event Staff**

The Milken Institute SPH building is open and operating:

- Monday through Friday: 7am – 11 pm
- Saturdays: 7 am – 3 pm
- Sundays: Closed
- Holidays: Follows the university holiday schedule

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**MILKEN INSTITUTE SCHOOL OF PUBLIC HEALTH**
When entering the building during the above hours, guests must show their photo ID to the security guard or if present for an event, check in for registration.

The Milken Institute SPH 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.

F. 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.

G. Signage and Decorations

Written approval must be obtained from your Milken SPH event planner before adding any decorations to your 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 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 Milken SPH events office. Helium balloons, confetti, glitter, sand and other similar materials are also prohibited.

Signs: Signs used to help guests locate your event are permitted 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.
H. Technology, Facilities and 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 SPH’s inventory, extra fees may apply.

Housekeeping

If your room is found messy prior to your event please contact the SPH 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 $25.00/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 SPH 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 Milken Institute SPH, 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 Milken Institute SPH 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 Milken Institute SPH building has limited storage space. Please make alternative plans if you need to store equipment before or after an event.
I. Conditions of Usage

Prohibited use of space

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

Insurance

The Milken Institute SPH events office reserves the right to require any entity hosting their event at the Milken Institute SPH, and any vendors contracted for the event, to provide proof of insurance that meets the minimums set the university.

Damages

Please note that if a scheduled space is left excessively dirty or otherwise damaged following your organization's use, Milken Institute SPH reserves the right to charge your organization an additional housekeeping fee. Additionally, it will hinder your organization’s future use of space at Milken Institute SPH.

At the end of your event, please make sure that all trash is placed in the cans that we provide and any leftover items are properly disposed or taken with you.

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.

Trading and Sharing Spaces

Trading and sharing spaces is not permitted. Clients may not assign, sublease, or transfer any interest in the agreement or confirmation or allow others to use the event space and any associated equipment provided by Milken SPH without written permission from the events office.
Adjustment to Assigned Space

Milken Institute SPH reserves the right to relocate your event space if the space is required for university purposes. The Milken Institute SPH will only move an event to a space that is of greater or 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 Milken Institute SPH events office believes at any time while planning or hosting event that there is a risk to minors, it will add additional support. Costs associated with that support will be charged to the client’s final bill.

Document History

Updated: 15 March 2017