Event Booking Rates & User Fees (2022-23)

The Milken Institute School of Public Health has five event classifications, and are defined as the following:

- **Internal**: Any event hosted by a SPH student, faculty or staff member; internal events with 75 percent or more of attendees being SPH students, faculty or staff are not subject to booking fees.
- **Sponsored (SPH)**: Any internal event hosted in collaboration with a GW department, non-SPH student organization, or an external entity; SPH sponsored events in collaboration with less than 75 percent of attendees being SPH-affiliated are categorized as a “University” and “Sponsored (GW)” event, respectively.
- **University**: Any event hosted by a GW student, faculty or staff member independent of SPH staff or faculty member; a university event hosted in collaboration with a GW department or student organization with less than 75 percent of attendees being GW-affiliated is categorized as “External”.
- **Sponsored (GW)**: A university event hosted in collaboration with an external entity; a university-sponsored event with less than 75 percent of attendees being GW-affiliated is categorized as “External”.
- **External**: An event hosted by a non-GW entity independent of a GW student, faculty, or staff member; the GW University Hospital and Medical Faculty Associates (MFA) are considered external entities.

**Daily Booking Rates by Classification**

The prices below are for full-day bookings (8 hours). Half day rates (4 hours or less) are available Monday to Friday, and are half of the full-day rate. Multi-day bookings must pay the full daily rate. All prices and fees, as well as categories, defined within this document may be subject to change.

<table>
<thead>
<tr>
<th>Room</th>
<th>SPH Internal</th>
<th>SPH Sponsored</th>
<th>University Internal</th>
<th>University Sponsored</th>
<th>External</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium</td>
<td>$500</td>
<td>$750</td>
<td>$1,000</td>
<td>$1,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>Convening Center</td>
<td>$750</td>
<td>$1,000</td>
<td>$2,000</td>
<td>$3,000</td>
<td>$3,500</td>
</tr>
<tr>
<td>Convening A</td>
<td>$250</td>
<td>$500</td>
<td>$750</td>
<td>$1,000</td>
<td>$1,500</td>
</tr>
<tr>
<td>Convening B/C/D (per unit)</td>
<td>$150</td>
<td>$250</td>
<td>$500</td>
<td>$750</td>
<td>$1,000</td>
</tr>
<tr>
<td>Executive Case</td>
<td>$350</td>
<td>$500</td>
<td>$750</td>
<td>$1,000</td>
<td>$1,500</td>
</tr>
<tr>
<td>B100 Theater (each)</td>
<td>$150</td>
<td>$250</td>
<td>$500</td>
<td>$750</td>
<td>$1,000</td>
</tr>
<tr>
<td>Lobby &amp; Lounges</td>
<td>$250</td>
<td>$350</td>
<td>$500</td>
<td>$750</td>
<td>$1,000</td>
</tr>
<tr>
<td>Classrooms (each)</td>
<td>$0</td>
<td>$100</td>
<td>$200</td>
<td>$300</td>
<td>$500</td>
</tr>
</tbody>
</table>

Requests for discounted rates must be submitted in writing to SPHspace@gwu.edu. Documentation of a waived or discounted rate granted by the Dean’s Office must also be submitted via email.

**Required User Fees & Additional Booking Charges**

In addition to university-mandated fees related to housekeeping and GW police, the following are required and must be paid by the event organizers:

- **Weekend & Holidays**: Events on Saturday and Sunday, as well as major federal and bank holidays, are subject to an additional $250 for internal events and $500 charge for non-SPH events.
- **Extra Time**: Events that extend beyond the event booking time will be charged an additional fee of $100 per hour on Monday to Friday, and $200 per hour on weekend and holidays.
- **Early Access**: Events requiring access to the building when closed will be charged $100 per hour.
- **Storage**: Event organizers that store or leave materials, external furniture, and non-SPH property overnight will be charged $100 per day. This only applies for multi-day bookings before and after the event has ended.
- **Holds**: An event that requires set up to be completed the previous business day, a fee of $250 (internal), $500 (university), $750 (sponsored), or $1000 (external) events will be applied to the booking rate.
- **Auditorium Overflow**: Convening Center, which can hold Auditorium overflow, can be booked for $250 for SPH, $500 for university, $750 for sponsored, and $1000 for external events, and is dependent on availability.

**Modifications & Cancellations**

Contact SPHspace@gwu.edu to modify or cancel an event. Depending on availability, changes are not guaranteed. Once an event is approved, fees associated with modifications and cancellations are as follows:

- **More than 30 days**: $100 fee for modifications and cancellations.
- **Modifications under 30 days**: $250 for the Convening Center, Auditorium, Lecture Halls, Case Study room; $100 for Convening Center units, lobbies & lounges, and classrooms.
- **Cancellations under 30 days**: $500 for Convening Center, Auditorium, Lecture Halls, Case Study room; $250 for Convening Center units, lobbies & lounges, and classrooms.

Internal department, administrative, executive committee, and staff or faculty meetings, as well as admissions & academic affairs events, are not subject to modification and cancellation fees.

GWSPH EVENTS 2022-23, v 2.0

Sep. 2022