

## SPH Events Policies & Guidelines

This resource highlights and aims to equip event organizers with a general understanding of operating procedures. To learn more about event support, please visit [SPH Events Support](#). For more on event policies, please visit [SPH Events Policies](#).

### Event Agreements

Once approved, events require an event order/contract to be signed, which details the services, equipment, and estimated costs for an event. An event order/contract must be signed within two weeks once an event is approved and if required, a deposit must be made. If a contract or payment is not received by the due date, the event will not receive final approval, and the booking will be released.

### Billing & Fees

Several services, including event housekeeping, venue set-up, and GW police, shall be paid by the event organizer following the completion of an event. GW Departments and student organizations will be charged using your department's banner ID via journal entry/transfer. External event payments can be made by [credit card](#), or a check sent by certified mail made payable to *The George Washington University*. Payment instructions will be provided with the invoice. For more about pricing, fees, and billing: <https://publichealth.gwu.edu/about/events/pricing>.

### Event Modifications & Cancellations

Modifications & cancellations more than 30 days from the event date will be charged a \$100 fee. Modifications less than 30 days will be charged 25% of the daily rate; cancellation less than 30 days from the event date will be charged a 50%.

### Event Support & Shared Services

An event manager will schedule services related to housekeeping, facilities set-up, and A/V support on behalf of the organizer. Set up for the Convening Center is completed one hour before an event's start time; depending on the amount of time needed to facilitate setting the space, additional booking fees may apply. A/V technician will be scheduled to provide set-up & support 30 minutes prior to the event's start time (or the previous business day for weekend events).

### Furniture & Equipment

All equipment, furniture, and materials belonging to SPH Events must remain in the building and cannot be moved or used in other areas of the school or to another university space. A full list of event furniture and equipment can be found [here](#). Apart from check-in purposes and for panelists, event chairs will not be provided for events in space that have fixed seating. Linens used for food and beverage services will incur a dry-cleaning fee. Contact SPH Events for costs and to request linens.

### A/V Equipment & Technology

All equipment belonging to SPH must remain in the building and shall not be removed or used in another university space. A full list of requestable equipment can be found [here](#). SPH Events cannot guarantee the functionality of virtual platforms. GWIT will do their best to troubleshoot; however, we cannot ensure access of remote users for hybrid events and meetings.

### Catering & Food Orders

It is the responsibility of the event organizer to order and pay for food orders/catering services. Caterers must be licensed to operate in D.C. and will need to present proof of insurance liability. A list of university-approved caterers can be found [here](#). Access to the catering kitchen is reserved exclusively for events taking place in the Convening Center.

Caterers can access the building no more than two hours prior the start of an event and no earlier than 7 AM. Depending on availability, and with prior written approval from the Event Manager, caterers may be permitted to unload equipment the day prior to an event (storage fees will be applied). Upon completion of an event, caterers must clean the catering space, remove all equipment, and properly dispose of any trash. Additional guidance for catering can be found [here](#).

### Events with Alcohol

Events serving alcohol must have a licensed alcohol handler. Organizers are required to submit a request for security through University Police. Instructions for requesting security for events can be found [here](#). If students are attending an event in which alcohol is served, additional guidance can be found [here](#). The Event Manager will submit requests on behalf of non-GW groups. Upon completion of an event, vendors must remove all equipment, and properly dispose of any trash.

## External Furniture & Vendor Equipment Rentals

Event organizers may rent external furniture and equipment at their own expense. The university is not responsible for the loss of or damage to external equipment. All external equipment must be removed immediately after an event; any equipment that remains after an event has ended will incur additional storage fees. Additional guidance, including loading dock access for vendors, can be found [here](#). For external furniture and equipment rentals, including stages and risers, a list of university-approved vendors can be found [here](#).

## Event Space Layout & Set-Up

The Convening Center can be customized to meet your event needs. Sample diagrams of Convening Center set-ups can be viewed [here](#). Requests for layouts must be finalized at least 14 days prior to an event's start date; once submitted, requests for significant changes will be determined on a case-by-case basis, and may incur a \$100 fee. Once a venue is set, modifications to the layout will not be accepted. Only authorized personnel are permitted to handle or move furniture or equipment. Tables for the purposes of check-in will be placed at the entrance of the event space; with the exception of events in the Auditorium, tables will no longer be placed in the building lobby.

## Decorations & Event Signage

Use of adhesives or fasteners for the purpose of attaching materials or signage on any surface of an event space or throughout the building is not permitted. Flyers can be placed on the designated bulletin boards in the 2nd, 4th, & 6th floor shared spaces. If organizers wish to display any additional signage, they must receive prior written approval from the University.

## Building Access, Venue Use & Security

All guests and vendors must first check in at the security desk, even if event organizers plan to manage event check-in. Guests affiliated with the University must scan their GWorld card at the front security desk upon entry; attendees and vendors not affiliated with the University are required to present identification. A list of external attendees must be submitted to [SPHspace@gwu.edu](mailto:SPHspace@gwu.edu) at least 24 hours prior to the event.

Events beginning or ending after 3 PM on weekends must have GWPD present. Event organizers are required to submit a request for security; instructions can be found [here](#). The event manager will submit requests on behalf of external event organizers.

Events that extend beyond daily booking times or require access additional time will incur a fee of \$100/hour.

The Convening Center and Executive Case Study remain locked when not in use. The event organizer will be provided instructions on how to unlock these spaces for events that need access before 9:00 AM or after 5:00 PM or on weekends.

## Event Host & Sponsor Responsibilities

The GW event sponsor is expected to be present when the external client or an external vendor is on the premises. This includes meetings between the external client and the SPH Events team, during the entirety of the event, and when the external client or vendor is setting up for the event. Failure to comply may result in the event's classification changing from sponsored to external, with the Sponsor being responsible for covering the difference of the event rental cost.

Event organizers is required to be onsite to meet selected caterer and all their contracted vendors. SPH Events will not sign for any vendor deliveries arranged by the organizer.

## Parking & Loading Dock Use

SPH does not cover or reimburse the cost of parking for events. A list of parking garages on the Foggy Bottom campus can be found [here](#). A loading dock, with access to the Convening Center can be used to load equipment. SPH does not reserve, schedule, or enforce its use, nor does it cover or reimburse costs associated with loading dock-use. Information on obtaining a temporary occupancy permit required for the short-term use can be found [here](#).

## Special Accommodations & Additional Amenities

Please contact the GW [Disability Support Services](#) when hosting an event in which special accommodations are needed to assist or provide support to persons with disabilities. Additional amenities include handicapped accessible building entrances, a parent's room, gender-neutral restroom, bicycle & scooter storage. More information can be found [here](#).

## Troubleshooting during an Event

For issues that arise during an event during business hours, please contact the SPH Events Manager. For facilities and housekeeping-related issues during weekends events or when SPH Event Manager is unavailable, event organizers affiliated with the University should contact Facilities at (202) 994-6706 or submit a Fixit at <https://fixit.assetworks.io>.

For A/V issues during an event, GW-affiliated organizers should contact GWIT at (202) 994-4948 or visit <https://it.gwu.edu> for assistance when the Event Manager is unavailable. Do not request assistance from GWIT classroom support for event-related A/V issues, nor should event organizers or guests attempt to troubleshoot or resolve any issues on their own.

External event organizers, requiring facilities, housekeeping, or A/V support after 5 PM on weekdays or any time during the weekend, should contact the event manager who will submit requests for assistance on behalf of the organizer.

## Emergencies

Should a life-threatening emergency or security threat occur during an event, please call 911 or contact GWPD as soon as possible by calling (202) 994-6110 before notifying on-duty guards or the event manager. Do not attempt to voluntarily resolve a situation or crisis. For more information on who to contact during an emergency, read this [campus advisory](#). All persons attending or supporting an event are expected to comply with all university emergency advisories.

## Events Survey

Let us know how we did! We would appreciate feedback from the event organizer through the SPH Events [Survey](#) after the event has ended.

## Terms & Conditions

All individuals must follow all building & security policies, as well as the direction of authorized university and events personnel with respect to use of licensed spaces. The following constitute a violation of policies and may result in fines.

- Unauthorized access or use of event and meeting spaces other than the assigned venue, shared space, or classroom.
- Use of adhesives or fasteners for the purpose of attaching materials, including flyers and signage, to surfaces, including walls, windows, and doors of venues, classrooms, lobbies, or shared spaces throughout the building.
- Consumption of food & beverages, except for bottled water, in the auditorium, case study, lecture halls, and classrooms.
- Rearranging or installing equipment & furniture, by any person not authorized to do so once, the space has been set, as well as operating or handling any rental furniture or external equipment.
- Removal of furniture & equipment from an assigned event space to another space, from another space or classroom into the assigned event space, and unauthorized removal of furniture & equipment from SPH.
- Refusal or failure to adhere to policies pertaining building access, security, fire-safety, or campus advisories.
- Consumption of narcotics, tobacco products, banned substances, as well as alcohol by any person under the age of 21.
- Disorderly conduct, property damage or theft, violent or threatening behavior, and violation of local & federal law.
- Possession of prohibited items (e.g., helium balloons, artificial noisemakers, open flame & flammable products, fireworks, narcotics, hazardous chemicals, weapons). Confetti, glitter, sand, and similar materials are also prohibited.

A complete list of prohibited items can be found [here](#).

The University, on-duty security guards, and GWPD reserve the right to remove event organizers, contracted service providers, vendors, participants or guests, and any other individuals associated with an event while on university property. Event organizers that fail to enforce or have found to be in violation of any of the policies may result in individuals being barred from hosting and/or participating in future events. A complete list of event & building policies can be found [here](#).