

## SPH Events Policies & Guidelines

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

### Event Agreements

The point of contact is required to sign event order/contract within two weeks, which details the services, equipment, and estimated costs for an event. If a contract or deposit is not received by the due date, the event will not receive approval and the booking will be released.

### Billing & Fees

University services, including event housekeeping, facilities, and GW police, shall be paid by the event organizer. Departments and student orgs will be charged using their department's banner ID via journal entry/transfer. External payments can be made by [credit card](#) or check sent by certified mail. Payment instructions will be provided with the invoice. Groups owing money from a previous event will not be approved to host future events until all payments have been made. Events that extend beyond daily booking times of 8 hours or require access additional time will incur a fee of \$100/hour. Modifications & cancellations more than 30 days from the event date will be charged a \$100 fee. Modifications less than 30 days come with a fee of 25% of the daily rate; cancellation less than 30 days will be charged 50% of the booking rate.

### Event Support & Shared Services

The Event Manager will schedule services related to housekeeping, facilities set-up, and A/V support on behalf of the organizer. Costs associated with these services will be invoiced after the event. Event set up for the Convening Center is completed at least one hour before an event's start time; depending on the amount of time required, additional fees may apply. Tech support will be scheduled 30 minutes prior to the event's start time. GWIT does not provide event support prior to 8 AM on weekdays or on weekends; events on weekends must have housekeeping scheduled.

### Furniture, Equipment & A/V Technology

All equipment, furniture, and materials belonging to SPH Events must remain in the building and shall not be removed nor used in another university space. A full list of event furniture & equipment can be found [here](#). SPH Events no longer provides linens for table rounds. GWIT cannot guarantee the functionality of virtual platforms or ensure access for remote users. Do not attempt to troubleshoot or resolve any facilities or A/V-related issues. SPH Events does not provide laptops for events, and organizers must bring their own.

### External Furniture & Vendor Equipment Rentals

Event organizers may rent external furniture and equipment at their own expense. If a vendor is providing services on site, the following documents must, unless it is a university-approved vendor, be provided at least 30 days prior to the event start date: contract or vendor agreements with any external vendors and organizations; list of any rented items, equipment & furniture; business license (alcohol servers & distributors must be licensed to operate in DC); and certificate of insurance (COI) with the university listed as an additional insured within the policy. SPH Events will not sign for or accept deliveries of external equipment owned or rented by external event hosts or vendors, nor does it provide space to store external equipment. All external equipment must be removed immediately after an event; any equipment that remains after an event has ended will incur storage fees. Additional guidance can be found [here](#).

### Catering & Food Orders

It is the responsibility of the event organizer to manage and pay for food orders and catering. A list of university-approved caterers can be found [here](#). The catering kitchen is reserved exclusively for events taking place in the Convening Center; caterers are prohibited from using kitchen spaces outside of the Convening Center. Catered events are required to have housekeeping. Caterers may access the building no more than two hours prior the start of an event and no earlier than 7 AM. Upon completion of an event, caterers must remove all equipment and properly dispose of all trash.

### Events with Alcohol

Events with alcohol must have a licensed alcohol handler, and must present a business license to operate in DC and liability insurance with the university listed as an additional insured entity at least 30 days prior to the event start date. Organizers are required to [request](#) for security through GWPD. Additional guidance for when students are present at an event in which alcohol is served can be found [here](#). Faculty advisors must be present during the entirety of an event if a student organization plans to provide alcohol. The Event Manager will submit requests on behalf of non-GW groups and will include fees in the invoice after the event. Upon completion of an event, vendors must remove all alcohol and properly dispose of any trash.

## Event Space Layout, Set-Up & Housekeeping

The Convening Center can be customized to meet your event needs. Once finalized, requests for significant changes to the layout will be determined on a case-by-case basis, and will incur a \$100 fee. Once a venue is set, modifications to the layout will not be accepted. Only authorized personnel are permitted to move furniture/equipment or enter event storage spaces. Tables for the purposes of check-in will be placed at the entrance of the rented event space. Removal of furniture or equipment from an assigned event space to another space or from another space or classroom into the assigned event space is not permitted. Classrooms and auditoria are not managed by SPH Events, and event housekeeping does not oversee their cleanliness. Should an event organizer find that such spaces do not meet their expectations, they are encouraged to submit a [Fixit](#) requesting housecleaning support.

## Decorations & Event Signage

Event organizers are prohibited from modifying, removing, or covering up of any SPH branding, signage, and logos, or the unauthorized use of SPH or GW logos. The use of adhesives or fasteners for the purpose of attaching materials, flyers or signage on any surface of an event space or throughout the building is not permitted.

## Event Host & Sponsor Responsibilities

The event point of contact and event sponsors must be present when external clients or vendors are on the premises, including meetings with external clients and or vendors, during the entirety of the event, and when external clients or vendors arrive to set-up for an event. Failure of the Sponsor to comply may result in the event's classification changing from sponsored to external, with the sponsoring department responsible for covering the difference of the rental cost. Organizers must share a copy of agreements or contracts with external clients.

## Access & Security

All attendees must check in at the security desk upon entry. Organizers shall provide a list of all attendees at least 24 hours prior to the event start time. Should additional security be required for an event, organizers affiliated with the university must submit a [request](#) directly to GWPD. The Event Manager will submit requests on behalf of external groups. Organizers needing access to the convening center or case study will receive instructions prior to the event on how to gain entry. Unauthorized access an unlicensed space may be charged for their use.

## Parking & Loading Dock Use

SPH does not cover or reimburse the cost of parking for events. A list of garages on campus can be found [here](#). A loading dock, with access to the Convening Center, can be used to load equipment. Vendors must first come to the security desk to gain access to the loading dock. SPH does not reserve or enforce its use, nor 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](#).

## Emergencies

Should an emergency or security threat occur during an event, please contact GWPD (x6111) as soon as possible. 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 at an event are expected to comply with all university emergency advisories.

## 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 constitutes a violation of policies and may result in fines.

- 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, candles, flammable products, fireworks, narcotics, hazardous chemicals, weapons). A complete list of prohibited items can be found [here](#).

The University reserves the right to remove any service provider, vendor, or individual attending or associated with an event, while on university property. Failure to enforce or comply with any policy may result in individuals or departments being barred from hosting future events. A complete list of event & building policies can be found [here](#).