

## Event Booking Rates & User Fees (2025-26)

Milken Institute School of Public Health (SPH) Events has five event classifications, and are defined as:

- **Internal:** An event hosted by a SPH department intended for an internal audience.
- **SPH Sponsored:** An event hosted by a SPH department in collaboration with an external group or intended for an external audience.
- **University:** An event hosted by a GW department or student organization for a university-wide audience; University events with less than 75% of attendees being GW-affiliated are categorized as External.
- **GW Sponsored:** An event hosted by a GW department that collaborates with an external group or is intended for an external audience.
- **External:** An event hosted by a non-GW entity; the GWU Hospital & MFA are classified as external entities.

Any misrepresentation of the event's purpose or GW affiliation may result in additional charges.

### Daily Booking Rates

The following daily rates are for full day bookings, which have a maximum booking time of 8 hours, and include time for set-up and clean-up.

SPH Venue	Internal	SPH Sponsored	University (GW)	GW Sponsored	External
Convening Center	\$0	\$1000	\$2000	\$3000	\$4000
Auditorium	\$0	\$1000	\$1500	\$1750	\$2000
Executive Case	\$0	\$750	\$1000	\$1500	\$2000
Lecture Hall	\$0	\$500	\$750	\$1000	\$1250

### Classroom Bookings

The following rates are for hourly & full-day bookings. The client will be charged per hour until the fourth, at which time the rate will convert to a full day booking, limited to a maximum booking time of eight hours.

	Internal	SPH Sponsored	University (GW)	GW Sponsored	External
Hourly (up to 4 hours)	\$0	\$100	\$200	\$350	\$500
Daily (up to 8 hours)	\$0	\$350	\$500	\$750	\$1000

### Required User Fees & Additional Booking Charges

SPH Events is reserved the right to add fees related to unauthorized space access and policy violations. In addition to university-mandated fees for housekeeping, facilities set-up, and GW security, the following are required and must be paid by the event organizers regardless of classification:

- **Weekends:** Events on weekends are charged a fee of \$500 for internal and \$1000 for non-SPH events.
- **Space Holds:** An event requiring a space hold the day before an event will be charged a 50% of the daily rate.
- **Layout changes:** Once a space has been set, changes in layout will incur a \$100 fee.
- **Storage:** Items that need to be stored overnight prior to the event will incur a \$150 fee; external property that remains in the space after the event booking has ended will incur a fee of a \$100/day.
- **Food orders:** Except for events in the convening center, food orders in spaces will incur a \$100 fee.
- **Additional time:** Bookings that exceed the eight-hour limit will be charged \$500/hour for the convening center and \$250 for other the case study, auditorium, lecture halls, and classrooms.

### Event Modifications & Cancellations

Once approved, booking modification or cancellations made more than 30 days prior to the event date comes with a \$100 fee. A booking modification within 30 days prior to the event date comes with fee that is equivalent to 25% of the daily rate. A booking cancellation within 30 days prior to the event date will be charged 50% of the daily rate. Booking cancellation within 24 hours or a no-show will be charged the full rate. Internal events are not subject to these fees.

### Payment & Billing

Costs owed by a school, department, center, or student organization must be paid within thirty days after the event via transfer. Payments owed by external groups must be submitted by credit card or check sent by certified mail and be paid in full prior to the start of an event. Any group that owes money from a previous event will not be authorized to use a space until all outstanding payments are made.