

Mason Event Procedures and Guidelines

SECTION A: Late Night Event Procedures for the Student Centers

I. PURPOSE

The purpose of Late Night Event procedures is to inform and assist Internal and External Organizations sponsoring and attending events in the Johnson Center, Student Union I (SUB I), and Student Union II (SUB II). The following procedures are specifically designed to address Late Night Events. The events falling under these procedures include, but may not be limited to, those that meet the following criteria:

- A. Events that may occur between the hours of 8:00pm and 1:00am in the above referenced facilities. Recognized Student Organizations are required to obtain prior approval for all late night major events and conferences occurring over the summer from the Assistant Director of Student Involvement for Student Organizations.
- B. Events that are open to the general public, George Mason students, faculty/staff, alumni, and contractors or to the Sponsoring Organization and its Guests.
- C. Events that use amplified sound.
- D. Other events as identified by the Office of Events Management, Student Centers Office, or University Police.

II. DEFINITIONS

- A. Internal Organization is defined as an organization (department or recognized student organization) that has been officially recognized by George Mason University.
- B. External Organization is defined as any organization (company, group, church, student organization, etc.) that has not been officially recognized as an entity affiliated with George Mason University.
- C. Sponsoring Organization is defined as any Internal or External Organization hosting an event in the Student Centers.
- D. Lead Host is defined as a member of the Sponsoring Organization who is directly responsible for coordinating the event and managing event logistics.
- E. Hosts are defined as members or non-member representatives of the Sponsoring Organization who are responsible for helping to manage the event and are not active in the event presentation.
- F. University Police are defined as George Mason University Police Officers who provide protection of attendees and a safe environment.
- G. Venue Assistant is defined as Student Centers Event Services student staff that provides on-site event assistance to the Sponsoring Organization and assist with monitoring the event for policy, procedure, guideline, and safety compliance.
- H. Event Technician is defined as Student Centers Events Production student staff that provides advanced sound, lighting, and technical support to the Sponsoring Organization.
- I. Operations Staff is defined as full-time Student Centers staff responsible for event set up and is available to assist with operational support (staging, facility issues, set-up, etc.) as needed.

- J. Student Centers are defined as the Johnson Center, Student Union I, Student Union II, and the surrounding areas.
- K. Student Centers Office is defined as the program and support services department responsible for facility management and operations for the Student Centers.
- L. Guest is defined as event attendees for whom the Sponsoring Organization has full responsibility with respect to conduct and policy compliance in and around the Student Centers.
- M. Office of Events Management is defined as the office responsible for scheduling events and manages some large scale events (rentals) in the Student Centers. The University Game Room and Corner Pocket are scheduled by the Student Centers Office.
- N. Sponsoring Organization is defined as the Individual, Internal or External Organization, sponsoring the event and is responsible for all activity related to the event that occurs in and around the Student Centers.
- O. Advisors are defined as Organizational or Faculty/Staff Advisors as recognized by the Office of Student Involvement for student organizations.
- P. Pre/Post-Event Inspection Form is defined as a Student Centers form presented by the Venue Assistant to be reviewed and signed by the Sponsoring Organization. The form is designed to identify any pre- and post- event damages, which precludes the Sponsoring Organization from being held liable for those damages caused during other events, programs or activities; to ensure the event is setup correctly; and all support services are in place.
- Q. Parties are defined as events with amplified sound and DJ for the purpose of allowing attendees to dance in an open space.
- R. Cultural Shows and Concerts are defined as public performances of music, dance, etc.
- S. Late Night Event is defined as a Party, Concert, Cultural Show or similar event that has approximately 100 attendees or more and occurs between 8:00pm and 1:00am in and around the Student Centers.

III. OBJECTIVE

- A. The objective of the Late Night Event Procedures is:
 - 1. To provide procedures to assist the Sponsoring Organization in having a successful event.
 - 2. To assist in the safety and welfare of the event participants and others in and around the Student Centers.
 - 3. To establish responsibilities and roles for those sponsoring and providing event support in and around the Student Centers.

IV. GENERAL INFORMATION

- A. The following information applies to all Sponsoring Organizations, Guests and University Staff participating in Late Night Events in and around the Student Centers. These procedures shall be implemented in conjunction with the procedures and policies found in University Policy Number 1103 governing Space Utilization and Scheduling.
- B. The Sponsoring Organization's event will be allowed to occur as long as it does not interfere with the core functions of the University, nor prevent or interrupt the core use of

the space being requested in the Student Centers, nor endanger or present a safety hazard to others.

- C. Late Night Events are generally scheduled between the hours of 8:00pm – 1:00am, with the designated Sponsoring Organizations' personnel, University Police, Venue Assistants, etc. being in place at least 30 minutes prior to any Guests being admitted into the venue area and remaining until all Guests have exited the Student Centers and surrounding areas at the close of the event. The Sponsoring Organization and Venue Assistant(s) are expected to remain until the entertainers have departed and the pre-and post-event walk through have been performed and the Pre/Post Inspection Form has been signed.
- D. In order to ensure the safety and welfare of the event participants and others in and around the Student Centers, University Police are required to be present prior to any Guests being admitted into the venue area.
 - a. The standard ratio is one officer per 150 guests. However, University Police determines how many officers are needed for a particular event. At least two University Police Officers, out of the total officers, must be assigned to an event in the Student Centers.
 - b. Additional officers may be required at the discretion of the University Police. The Sponsoring Organization may request additional officers as well.
 - c. University Police Officers monitor the admissions point (entrance) and the event area. The officers will also assist with ushering attendees out of the event area and surrounding areas of the Student Centers.
 - d. Sponsoring Organization Hosts may not conduct "pat-down" searches of Guests.
 - e. Private Security Service personnel may not be used unless hired through University Police.
 - f. The Lead Host, Hosts, Venue Assistants, Event Technicians, Operations Staff, cash handling representative, Guests and other event support services personnel should not interfere with University Police when they are responding to, or engaged in security situations unless assistance is requested.
- E. Enhanced Security Events:
 - a. When a student organization has an event that is determined by the Police to need enhanced security, there will be a cost of \$1100. Recognized Student Organizations are responsible for \$550 of this, which can be applied for through the Student Funding Board. The remaining \$550 will come from a pot of additional funding through the Office of Student Involvement that has been set aside to cover the difference.
 - b. For student organizations that are charging for their events that fall under the enhanced security plan, the following is a breakdown of funds to be returned to the enhanced police security fund:
 - i. Revenue of \$500 - \$1000 = Pay back \$183 (1/3 of the extra cost)
 - ii. Revenue of \$1050 - \$1500 = Pay back \$225 (1/2 of the extra cost)
 - iii. Revenue of \$1550 - \$2000 = Pay back \$408 (2/3 of the extra cost)
 - iv. Revenue of \$2050 or more – Pay back the \$550 in full.
 - c. All events that include cash handling must have a Student Involvement representative present to manage the cash handling process, which allows us to track and monitor the amount of revenue that is generated by each organization.

- F. A maximum of 1,000 tickets may be sold or distributed for a Late Night Event in Dewberry Hall. A maximum of 500 tickets may be sold or distributed for a Late Night Event in either Dewberry Hall North or South. A maximum of 350 tickets may be sold or distributed for the Bistro and 304 for the Cinema. A maximum of 650 tickets may be sold or distributed for the SUB II Ballroom or Ballroom Front/Mid – 350, Ballroom Back/Mid – 300, Ballroom Front – 200, Ballroom Back – 150 as stated on studentcenters.gmu.edu. These maximum numbers are based on an open floor space with a stage and may be adjusted depending upon event setup, type and scale of event. The Sponsoring Organization must provide assistance so that event attendance does not exceed the maximum capacity of the space reserved through advertising techniques, tickets sale preparation, wristband purchasing, etc.
- G. Admission prices, age and I.D. requirements must be published in advance (on flyers, handbills, announcements, etc.) and prices must remain consistent with those published.
- H. Publicity should state: ***Valid ID Required for Entry***
 - a. Mason students will be required to show their Mason ID cards.
 - b. Attendees who are not Mason students will be required to present photo identifications (college ID or valid driver's license.)
 - c. Attendees must be 18 years or older without a college ID card, unless accompanied by an adult 25 years or older.
 - d. Sponsoring Organizations will be required to staff two lines; one for all college ID cards (Mason and other colleges) and one line for non-college ID cards.
- I. Violators at Late Night Events may be removed from the Student Centers by University Police.
- J. Wristbands are required for all Late Night Events. The Late Night Event wristband must be worn at all times during the event and must be shown for re-entry. Anyone found in the event without an event wristband will be reported to University Police and may be escorted out of the Student Centers. For Wristband Procedures specific to Student Organizations, see Section B – Cash Handling and Wristband Procedures for Student Organizations.
- K. Venue Signage, communicating a zero tolerance of alcohol use and negative conduct, may be posted by Student Centers staff at the event entry points.

V. PROCEDURES FOR LATE NIGHT EVENTS

A. General Procedures for Late Night Events in and Around the Student Centers

1. The Sponsoring Organization must provide the Office of Events Management with all setup and event support services information at least 10 business days prior to the event date. The Sponsoring Organization is responsible for contacting the Office of Events Management and the individual support services offices/departments to assure that the information has been received.
2. The Sponsoring Organization must provide a minimum of three (3) hosts (One [1] Lead Host and two [2] hosts) and one (1) additional Host for every 100 persons attending the Late Night Event. The Lead Host and Hosts must be present and identifiable during the

event at all times. The Lead Host must be a member of the organization sponsoring the event. ***(Guests will not be admitted into the venue area until the Lead Host has been identified and all Hosts are present.)*** Hosts must remain active in managing the event. In addition, for events run by Student Organizations, the sponsoring organization must provide one (1) representative to oversee ALL cash handling procedures (See Section B – Cash Handling and Wristband Procedures for Student Organizations).

3. The Lead Host is responsible for ensuring that all Hosts have provided their names and signed the Pre-Event Inspection Form stating that they will enforce the Late Night Event Procedures and the General Guidelines for Space Use. The Lead Host will also be responsible for the behavior and compliance of all Hosts whether they are affiliated with Mason or if they are members of the Sponsoring Organization.
4. The Sponsoring Organization is responsible for managing the event and the behavior of their Guests. Any negative activity (i.e. fights, drug or alcohol use, abuse of equipment, damage to the facility, etc.) that occur during the event are the sole responsibility of the organization. Any damage will be billed directly to the organization.
5. The Sponsoring Organization must agree to abide by all of the stipulations of the Late Night Event Procedures, General Guidelines for Space Use and sign the Pre/Post-Event Inspection Form.

B. Pre-Event Meetings

1. Prior to the event, one (1) meeting should be scheduled by the Sponsoring Organization Lead Host with the Scheduling Manager from Events Management. It is suggested the meeting should occur five to ten business days prior to the Late Night Event to discuss Late Night Event procedures, logistics (admissions process, ticket sales, security, etc.; to review the Pre/Post Inspection Form and General Guidelines for Space Use; to identify and discuss the role of the Venue Assistant(s) assigned to the event; to review set-up/support services information; and to review event schedules, start/end times and closing procedures; and other event related information).
2. On the day of the Late Night Event one (1) meeting will take place. This meeting will occur approximately 45 minutes prior to any Guests being admitted into the venue. The Sponsoring Organization, Venue Assistant(s), and Student Involvement Staff and Sponsoring Organization's Advisor (when available) must meet prior to any Guests *being* admitted into the venue to review procedures, identify the Lead Host and Hosts and receive a security briefing from the University Police. The Pre-Event Inspection Form will be presented at this time.

C. Sponsoring Organization's Duties

1. A mandatory pre-event and post-event walk-through of the space coordinated by Venue Assistant and Lead Host must take place prior to any Guests being admitted into the venue area. A Pre-Event Inspection Form will be presented and must be signed by the Lead Host and other Hosts, indicating the room and surrounding areas' original appearance and condition prior to any Guests being admitted into the venue area is satisfactory. The Lead Host must also sign and date the Post-Event Inspection Form to indicate any damages or incidents that may have occurred during the event. The above

process is designed to identify any pre- and post- event damages, which precludes the Sponsoring Organization from being held liable for damages which have been caused during previous events, programs or activities.

2. Attend one mandatory pre-event meeting the day of the Late Night Event to identify the Lead Host, review procedures and guidelines, receive a security briefing, etc.
3. A minimum of three (3) representatives of the Sponsoring Organization must serve as Hosts (an additional Host is required for every 100 guests) for the Late Night Event. The Lead Host and Hosts must be present 45 minutes prior to the event. The Lead Host and all Hosts must be easily identifiable and present throughout the event.
4. Provide the primary Venue Assistant with the names and signatures of the event Lead Host and Hosts on the Pre-Event Inspection Form at the pre-event meeting 45 minutes prior to any Guests being admitted into the venue area.
5. Sponsoring Organization Hosts will be stationed at perimeter doors to assure that no one enters the event without a Late Night Event wristband.
6. At the close of a Late Night Event, University Police will oversee the process of disbursing event attendees from in and around the Student Centers. The Sponsoring Organization is required to assist in clearing out the Student Centers and surrounding areas at the end of a Late Night Event.
7. The Sponsoring Organization is responsible for removing any decorations and clearing any debris or trash from furniture, stages, floors, etc. and placing it in trash receptacles. If assistance is needed, contact a Venue Assistant. If excessive cleaning is required an additional cleaning charge will be assessed and billed directly to the Sponsoring Organization.
8. The Sponsoring Organization must remain available until all Guests, including the entertainers, have departed. Sponsoring Organization Hosts should assist the entertainers in removing their equipment to facilitate the departure time.
9. At the end of the event, the Lead Host, Venue Assistant and University Police will conduct a debriefing of the event. Other staff present may also participate.

D. Venue Assistant's Duties

1. Venue Assistants will meet with Sponsoring Organization Hosts prior to the event; assist with monitoring the event and working with all event entities to close the event. In addition, Venue Assistants will monitor the event at to ensure Guests comply with University policies, Student Centers procedures and guidelines, and to ensure that safety regulations are being followed.
2. At end of the event, the Lead Host, Venue Assistant and University Police will conduct a debriefing of the event. Other staff present may participate.

E. Event Technician's Duties

1. It is the Sponsoring Organization's responsibility to contact Events Production if technical audio and visual support will be needed for their Late Night Event. The Sponsoring Organization should contact Events Production to secure Event Technicians Staff support for a Late Night Event no later than two weeks in advance, but three weeks is recommended. The Event Technicians will have the event support equipment set up prior to the event and will be available to provide technical support during the event.

F. University Police's Duties

1. University Police will meet with the Sponsoring Organization and the Venue Assistant(s) prior to Guests being admitted into the venue area to make introductions and provide a security briefing. In addition, it is recommended that the Primary Officer (as designated by University Police), the Lead Host, and the Venue Assistant meet at different times during the course of the event (i.e., 11:00pm, 12:00am, and 12:30am) to communicate the status of the event. If all representatives are unable to meet at timed intervals, a Venue Assistant will relay information between the parties.
2. University Police will be responsible for maintaining the safety of attendees. During the event, at least one officer will remain at the entrance doors to the event site while additional officers make regular rounds throughout the event venue. University Police will relay any pertinent information regarding the event to the Lead Host and Venue Assistant. Sponsoring Department.
3. Anyone not attending the event, but loitering in a reserved space for the event should be asked to leave the event area. University Police will assist with clearing any loiterers.
4. Should an incident occur that would require the closing of a Late Night Event early, the Primary Officer will contact the Lead Host, Organization Advisor or Venue Assistant as soon as is practical to explain the reasons for the decision to close the event. If possible this decision should be made in consultation with the Lead Host, Venue Assistant, and Student Centers Professional Staff and Organization Advisor (if present).
5. At the end of the event, the Lead Host, Venue Assistant and University Police will conduct a debriefing of the event. Other staff present may participate.

G. Closing Procedures for Parties

1. No later than 15 minutes prior to the end of the Party (i.e., 12:45am), the lights will be slowly brought to medium power for a brief moment to signal the Party's end.
2. No later than the scheduled end of the party (i.e., 1:00am), the lights will be brought to full power, remain on and the music will stop.
3. At least One (1) Police Officer will remain inside until the attendees have been cleared. All additional officers will be outside overseeing the departure of the Party's attendees. A "sweep" will begin at the rear of the reserved space and move toward the exits. The immediate surrounding areas of the Student Centers must also be cleared of attendees.

The Lead Host and Hosts must actively participate in clearing the building and surrounding areas of the Student Centers.

4. Hosts may leave when the Venue Assistant agrees that they have fulfilled all of their responsibilities as listed above.

H. Closing Procedures for Concerts and Cultural Shows

1. The Concert or Cultural show will follow the schedule as discussed during the pre-event meeting. Regular updates (one per hour) will be discussed to ensure that the Concert or Cultural Show is running according to schedule.
2. At the scheduled end of the concert or cultural show the lights will be slowly brought to full power to signal the end of the Concert or Cultural Show.
3. At least One (1) Police Officer will remain inside until the attendees have been cleared. All additional officers will be outside overseeing the departure of the Concert or Cultural Show's attendees. A "sweep" will begin at the rear of the reserved space and move toward the exits. The immediate surrounding areas of the Student Centers must also be cleared of attendees. The Lead Host and Hosts must actively participate in clearing the building and surrounding areas of the Student Centers.
4. Hosts may leave when the Venue Assistant agrees that they have fulfilled all of their responsibilities as listed above.

VI. EVENT RELATED COSTS

A. Sponsoring Organizations will be responsible for the following costs associated with Late Night Events:

1. Any damages which occurred to the venue/building during the course of their event. The cost will be calculated and billed directly to the Sponsoring Organization.
2. Any support services which have been scheduled for the event such as: University Police, Catering, Events Production, other support services, etc. are responsible for their own billing.
3. Any excessive cleaning that has not been addressed by the Sponsoring Organization prior to exiting the Student Centers will be billed directly to the Sponsoring Organization.
4. Any late closing fees associated with scheduling the venue/building, which only apply to External Organizations.

VII. VIOLATIONS

1. Sponsoring Organizations violating Late Night Event Procedures, General Guidelines for Space Use or University Policies may face sanctions including but not limited to written warnings, loss of privileges, cancellation of future dates and referral to the

Judicial Affairs Office. Sanctions will become progressively more severe for repeat minor offenses. Major violations will result in more severe consequences and sanctions can be made on the first offense.

2. Sponsoring Organizations are responsible for the behavior of their Guests. If a University policy or procedure violation, Student Centers procedure or guideline violation or damages in and around the Student Centers should occur, the Sponsoring Organization will be held responsible.

VIII. EFFECTIVE DATE AND APPROVAL

These procedures herein are effective as of January 1, 2008. These procedures shall be reviewed and revised as necessary.

Date approved: October 15, 2007

Date revised: July 29, 2009

SECTION B: Cash Handling and Wristband Procedures for Student Organization Events

I. PURPOSE

The purpose of these guidelines is to clarify the procedures for all student run events where some or all of the following apply:

- Cash is collected as an entrance fee or as a donation for the Student Organization
- Cash is collected for donation to an outside organization
- Use of wristbands is required for the event to control venue capacity

II. CASH HANDLING PROCEDURES

When an event is scheduled through Events Management, Student Organizations must communicate if this is an event where cash will be exchanging hands. Events Management will notify Student Involvement of all student events with cash collection scheduled to occur. For all late night events and major events, a Student Involvement representative will be assigned to the event. (Student Involvement reserves the right to determine if an event other than those in the categories stated above need to have a Student Involvement representative present)

For events that occur on the Arlington campus, student organizations should contact the Director of University Life directly to determine procedures for that specific campus.

For events that occur on the Prince William campus, student organizations should contact the Assistant Dean for University Life directly to determine procedures for that specific campus.

One member of a student organization must be designated to be the responsible person to work alongside a representative of the Office of Student Involvement from the initial point where cash begins to be exchanged. This individual representative from the student organization will remain in this role until the cash collected is deposited.

A. The Following Steps **MUST** be Followed for Proper Cash Handling:

1. 30 minutes prior to the start of the event, the SA staff member and the designated representative for the student organization will each count the starting cash and fill out the Cash Handling and Wristband Form and sign it.
2. All cash on hand will be counted at the end of the event to determine the total amount of revenue that needs to be deposited. This information will be written on the Cash Handling and Wristband form and signed again by both the student organization representative and the staff member of Student Involvement.
3. All monies should be placed in a deposit bag provided by the Student Involvement representative.

B. Money for deposit to an on campus account:

1. All monies collected should be deposited into the organizations on campus account.
* See (B4) for Fraternities and Sororities and (B5) for donation procedures.
2. For events that take place during normal business hours, the student representative should be accompanied by a member of the campus police to the Cash Office where the deposit can be made.
3. For events that take place outside the hours of 9am-5pm, Monday – Friday, after the cash handling form is filled out and signed, the student representative will ask one of the Police officers to accompany them to the Student Involvement office where the money will be placed in a safe until the next business day when it can be picked up by a representative of the student organization and deposited through the cash office. *See (B4) For processes for Fraternity & Sororities.
4. Fraternities and Sororities who collect cash during normal business hours, may make the deposit into their off campus account. For events outside of normal business hours, they may pick up their deposit the next business day from the Student Involvement office.
5. For events that collect monies for the purpose of donation to an outside organization, all cash should be taken to a bank and the organization representative should obtain either a money order or cashiers check made out to the organization they are donating it to. A copy of the money order or cashiers receipt will serve as the record of the donation, and will ensure proper handling of the donated money by the outside organization. All checks should be made payable to the organization and a receipt should be created for the Student Organizations records to document the total amount of donations in checks given to the outside organization.
6. For Student Organizations that collect monies at kiosks, or smaller events where a Student Involvement representative is not present, all monies must be deposited into the on campus account immediately at the end of the event, or the next business day if the cash office is closed. In the event of monies collected for donations, please see above. For organizations who have been permitted to have off campus accounts, monies should be deposited in the same time frame as listed above and

monies to cover all costs that will be coming from the on campus account must be deposited into the on campus account to ensure funding is available.

III. WRISTBAND PROCEDURES

A Student Involvement representative will be scheduled for all student organization sponsored events where wristbands are required.

One member of a student organization must be designated to be the responsible person to work alongside a representative of the Office of Student Involvement from the initial point when wristbands are to be given out and remain in this role until the final wristband is distributed.

A.

1. The amount of wristbands will be compliant with the maximum occupancy numbers for the venue (occupancy numbers can be found at studentcenters.gmu.edu). *For example, if an organization reserves half of Dewberry, then they will be given wristbands for maximum capacity for that portion of the venue and are responsible for securing police for that maximum capacity number of attendees. Estimations on attendees will no longer be accepted. For capacity information see Section A - Late Night Event Procedures for the Student Centers, Section IV-E. Note: Maximum capacity numbers are adjusted base on event type and setup.*
2. Once wristbands are all given out and the maximum number of attendees has been reached, no one else is allowed to enter the event. Special cases will be addressed where events dictate a different practice. (also stated in Section C, IVd).

B. When the last person has either paid to attend and/or been provided their wristband, the designee from the student organization and the SI staff member will count all remaining wristbands and document the final number of attendees on the Cash Handling and Wristband form.

C. UNDER NO CIRCUMSTANCES SHOULD ADDITIONAL WRISTBANDS BE GIVEN OUT BEYOND THOSE PROVIDED BY EVENTS MANAGEMENT FOR THE PARTICULAR EVENT.

Date effective: June 1, 2009

SECTION C: Major Event Guidelines for Student Organizations

I. PURPOSE

Student Organizations hold events in various venues in the Student Centers at George Mason University. These events are designed to promote interest in an organization, a cause, or to promote interaction among the university's diverse community. Student Involvement, Events

Management, University Police, Safety and Risk Management, and Student Centers are charged with assisting the Student Organizations with coordinating their events to create the most successful and safe experience possible. The following information applies to Student Organizations scheduling space in the Student Centers (Johnson Center, Student Union I and II) and other spaces scheduled through Events Management. These guidelines shall be implemented in conjunction with **University Policy Number 1103** governing Space Utilization and Scheduling at George Mason University and as an enhancement in coordinating Student Organizations Major Events.

II. DEFINITIONS

A Major Event is defined as an event that has estimated 200-599 attendees, and/or includes complex set ups, and/or requires a number of support services.

III. RESERVATION PROCESS

- A. All reservations requests from Student Organizations may be made only by the current organization President or the one other organization member designated on the recognition paperwork submitted to the Student Involvement office.
- B. These two individuals must complete the Event Planning Workshop prior to having permission to make any reservations on behalf of the organization. The Student Events Manager from Events Management will use the Student Organization Contact List to keep track on which students are able to officially make reservations on behalf of the organization.
- C. All Major Event requests from Student Organizations must be made a minimum of 20 business days prior to the event; otherwise the event will not be scheduled. Requests are made through Events Management.
- D. Student Organizations who request a reservation for a Major Event will be required to complete The Major Event Checklist. The checklist must be turned in by the close of business a minimum of 10 business days prior to the event. If this deadline is not met, the event will be cancelled by Events Management.
- E. Departments listed on the Major Events Checklist will be required to provide the names of two (2) staff members that have signature authority. The following offices/functions will always be listed on the Major Event Checklist, however depending on the nature of the event all may not require a signature: Events Production, Parking Services, Faculty Advisor, Student Involvement, University Police, Facilities Management, Safety and Risk Management, Catering, Student Centers, and Events Management. The following offices/functions will always require a signature for Major Events to be confirmed: Faculty Advisor, Student Involvement, University Police, Student Centers, and Events Management. The Event Confirmation Sheet must be attached to your Major Event Checklist when seeking signatures from the different offices/functions.
- F. Early opening or Late Closing requests must be made a minimum of 20 business days in advance by the Student Organization to Events Management; otherwise the request will not be accommodated. Early opening or Late Closing requests for Major Events will consistently be communicated by the Student Events Manager from Events Management to

the Associate Director of Operations and Event Services and Executive Director from Student Centers for approval and staffing coordination.

IV. VENUE AND CROWD MANAGEMENT

- A. All organizations are required to comply with local, state and federal laws inclusive of Virginia State Fire Code.
- B. All major events must use wristbands to track the number of individuals entering the venue. **The amount of wristbands will be compliant with the maximum occupancy numbers for the venue (as listed on studentcenters.gmu.edu). Please refer to the beginning of this addendum for full Wristband Procedures.**
- C. Wristbands must be used for each attendee that is permitted into the event.
- D. Once wristbands are all given out and the maximum number of attendees has been reached, no one else is allowed to enter the event. Special cases will be addressed where events dictate a different practice.
- E. Attendees must have a Mason ID, OR a government issued photo ID and be 18 years or older, or accompanied by an adult to be admitted to the event.

V. REQUIRED EVENT PLANNING SESSION *(for events that occur on the Fairfax Campus only)*

- A. Participation in an online training session will be required to learn basics about event planning and management. Information from Events Management, Student Centers, Events Production, Catering, University Police, Student Involvement, and Safety and Risk Management will be included in this training. Two (2) representatives from each student organizations must complete this training session to make reservations on campus.
- B. The training will have a short quiz at the end that the reservation representatives must receive an 80% or higher on to be permitted to make reservations. Once the reservation representative takes the quiz and passes, the name will be placed on an approved list of reservation representatives.

Date effective: January 1, 2008

Date revised: August 17, 2010

SECTION D: Amplified Sound Guidelines for Outdoor Spaces

I. PURPOSE

Members of the Mason community hold events on the various outdoor spaces defined in Section II. These events are designed to promote interest in an organization, a cause, or to promote interaction among the university's diverse community. To reach an intended audience, event organizers often request amplified sound. The Office of Events Management and Student Centers are charged with scheduling and approving these events while assuring that disruption to normal

university activity and classes is minimal. Additionally, the safety of those impacted by amplified sound related events is taken in consideration with high regard and monitored regularly.

II. DEFINITIONS

- A. *Amplified sound* is defined as atypical sound, whether naturally, artificially, or electronically enhanced.
- B. *Outdoor spaces* are defined as the grounds, fields, plazas, and parking lots of the campus.

III. GENERAL INFORMATION

The following information applies to all users of outdoor spaces scheduled through the Office of Events Management. These guidelines shall be implemented in conjunction with **University Policy Number 1103** governing Space Utilization and Scheduling at George Mason University.

IV. SCHEDULING INFORMATION

As with all event requests, outdoor space amplified sound requests will be reviewed and approved based on what is happening in or around the requested location. In addition, approval is based on whether appropriate university resources (i.e. Events Production, University Police, and Student Centers staff) are available to support the event. Finally, where applicable, approval is based on Student Centers General Guidelines for Space Use. Upon approval, efforts will be made to notify faculty and departments located near amplified sound location.

1. Outdoor spaces are scheduled in accordance with University Policy 1103. Priority use is given to the university's colleges, schools, departments, institutes and student organizations, having the university community as their primary targeted market or directly supporting a major university initiative.
2. Traditional university events (Welcome Week, Patriot's Day, Take Back the Night, Mason Week, Homecoming, International Week and other events listed on Mason's Traditions website [traditions.gmu.edu] or events designated by the President's Office) may be exempt from some parts of this policy (i.e. amplified sound times and number of days allowed at a location).
3. Exemptions to any portion of these guidelines that impact daily operations in and around the Johnson Center and Student Union I and II must be approved by the Executive Director of Student Centers or their designee.
4. Amplified sound events are permissible Monday thru Thursday for a two hour period between 8am and 10pm and Friday thru Sunday for a four hour period from 10am to 12am. Times may be adjusted depending on location.
5. In order to minimize the number of possible disruptions, amplified sound events may only occur twice per week at any given location with times adjusted in order to prevent repeat class disturbances.
6. Events will be monitored by designated university offices and amplified sound and/or event may be terminated if sound levels are considered disruptive to normal university activity.

V. EFFECTIVE DATE AND APPROVAL

These guidelines herein are effective as of July 15, 2009. These guidelines shall be reviewed and revised as necessary.

Date approved: July 15, 2009

SECTION E: General Guidelines for Space Use In and Around the Student Centers

I. TIME SCHEDULING AND APPROVALS

1. Early openings may not be scheduled before 7:30am without prior approval.
2. Access time to the Bistro for weekday events may be scheduled starting at 5:00pm on Monday – Friday.
3. Meeting rooms may be scheduled until 11pm without prior approval.

4. Johnson Center Cinema and Dance Studio may be scheduled until 1am anytime without prior approval during Fall and Spring academic semesters. During other periods, special approval may be necessary.
5. SUBII Ballroom, Johnson Center Dewberry Hall and Bistro, may be scheduled until 1am on Friday and Saturday without prior approval during Fall and Spring academic semesters. During other periods, special approval may be necessary.
6. Special approval is required for use of the JC Atrium, JC North, South and East Plazas, JC Lounges, Southside Plaza, SUBI Quad, and SUBI Patriots Lounge. However, all requests must be initiated with Events Management.
7. Charges are incurred for all Non-Mason Organization events scheduled after 11pm in SUBI and SUBII, and before 9am on Saturday and Sunday; after 12am in JC and before 9am on Saturday and Sunday during Fall and Spring academic semesters. These times may be adjusted during other periods.
8. Events scheduled outside and desire to occur even during rain or bad weather, must schedule a rain-site location at time of initial reservation.
9. Early openings and late closing requests must be made a minimum of 20 days prior to the event date to insure proper coordination.
10. Where time and space related approvals are needed, Events Management will coordinate all requests.

II. SPACE MANAGEMENT

1. Helium balloons are not allowed in the Johnson Center; however they are allowed in SUBI and SUBII.
2. Tape or adhesive is not allowed on the floor in Dewberry Hall, Dance Studio, or Bistro stage and dance floor.
3. Scotch tape, duct tape, thumbtacks, or any other strong adhesive is not allowed on any painted surfaces, dry erase boards, or easels in the facilities. Painter's tape (blue) is allowed.
4. No open flames are allowed in the facilities.
5. Event spaces must be left in same condition as they were found.
6. Groups must clean up and discard all catering residuals when using a caterer other than Sodexo.
7. The only animals allowed in the facilities are service dogs.
8. Smoking and illegal drugs are not allowed in the facilities.
9. Furniture should not be moved to positions that are considered a safety hazard.
10. Furniture or plants in public areas should not be moved to any meeting rooms or multifunctional spaces.
11. Groups should not drag furniture across the floor. Either lift it or ask for assistance from Student Centers Staff.
12. Johnson Center Atrium events should be viewed as university wide events impacting the larger community and not deemed conducive to occur in any closed spaces.
13. Dewberry Hall Lobby may be reserved as part of an event in Dewberry Hall, Dewberry Hall South and/or the Johnson Center Cinema.
14. Pre-function Hallway may be reserved as part of an event in Dewberry Hall or Dewberry Hall North.

III. CANCELLATIONS, NO SHOWS, SETUP CHANGES AND CHARGES

1. Events not canceled within 3 days of the event date will incur a late cancellation fee of \$75 for each large meeting space and \$25 for each small meeting space.
2. If the group is a “no show”, it will incur a “no show” fee of \$100 for each large meeting space and \$50 for each small meeting space.
3. If the group requests a major setup change (from what was originally requested) after the room is setup, it will incur a setup change fee of \$100 for each large meeting space and \$50 for each small meeting space.
4. Any damages to the space or excessive cleaning required will incur to the group a damage and/or cleanup fee. Groups are reminded to leave the space as they found it.

IV. SETUPS

1. All setup information should go through Events Management.
2. Minor additions to setups such as a TV/VCR/DVD or overhead transparency projector may be called in to the building supervisors of each building no more than one day before the event. Ex. If the group’s event is on Thursday, the building supervisor will accept additions on Wednesday and Thursday. Additions before Wednesday must go to Events Management to enter into Scheduler Plus.
3. Groups should be reminded that when scheduling catering, they must determine with the caterer how many tables will be needed for service and then communicate this as a part of their room setup to Events Management.

V. OTHER KEY SPACES

1. To reserve Patriot Corner (JC, Room 116), see the Bookstore.
2. To reserve and arrange for setups in George’s Restaurant (david...we crossed this out but I don’t know what you wanted in place of it).
3. To reserve JC Paul Robeson Room, see African American Studies Research and Resource.
4. To reserve the Corner Pocket, see Student Centers.

Date revised: July 29, 2009

SECTION F: Johnson Center Bistro Event Facilitation Guidelines for the Student Centers

The following guidelines have been established in an effort to assist with programs or events that are planned in the Johnson Center Bistro.

All reservation requests to use the JC Bistro must be made with the Office of Events Management at (703 993-2853).

Day of the Week	<i>Earliest</i> Access Time	<i>Earliest</i> Event Start Time	<i>Latest</i> Event End Time
Monday – Thursday	5:00pm	5:30pm	12am
Friday	5:00pm	5:30pm	1am
Saturday	9:00am	9:30am	1am
Sunday	9:00am	9:30am	12am

Events may be scheduled Friday and Saturday until **1am** in the Bistro without prior approval during Fall and Spring academic semesters. Prior approval from Student Centers is required for events scheduled outside of the above listed Access or Event End times. Requests for approval for early opening or late closing should be initiated through the Office of Events Management. All Non-Mason Organizations will be charged appropriately for facility early opening and late closing service requests.

Breakdown of responsibilities for events or programs in the JC Bistro:

1. The **Office of Events Management** will process all reservations, set-up, and early open and late closing requests.
2. **Dining Services** will turn over a clean and organized space for an event or program no later than **3pm**. This includes emptying the trashcans, wiping down tables and chairs, and sweeping/spot cleaning floors. Dining Services will unplug and move their cash registers from near the wooden dance floor to back near the serving lines whenever events are scheduled in the Bistro.
3. **Student Centers** staff, if requested through the reservation process, will move all portable tables and chairs off the wooden dance floor and surrounding tiled floor area when setup requests call for it. Any trash remaining on the floor after moving the tables will be removed and the floors swept, if necessary. If a theatre style set-up is required the regular bistro chairs will be used. Bistro furniture will not be removed from the room but moved and stacked in the back near the serving lines. For all events, pipe and drape (black curtains on rods) will be setup to hide food service area. Please note that if supplemental chairs are needed or 3x6 tables are needed for food, etc., please make this request with Events Management as a part of your reservation.
4. **Groups** that hold events in the Bistro are asked to assist as much as possible to insure that their events run smoothly and easily. They are asked to insure that members arrive on time, assist as appropriate, and insure that their events end when they are scheduled to end. Groups will be held responsible for any damage to the Bistro that occurs during their event or program.
5. **LT Services Housekeeping** staff is responsible for insuring that all trash and debris are cleaned up and removed after an event or program, and the area is thoroughly cleaned each night for food service operation the next morning. They are also responsible for re-setting the seating configuration to its normal (Dining Services) arrangement.

6. In our efforts to make better use of the JC Bistro as a programming space, we are asking for all of your assistance in making this venture a success. Your participation and assistance are greatly appreciated as we continue on a path towards creating more on-campus programming and building a more vibrant and involved campus community.

Seating Capacity in the JC Bistro:

1. Room seats 184
 - a. 10 booths; 4 persons at booth; 40 persons seated
 - b. 25 round tables; 4 chairs per table; 100 persons seated
 - c. 11 square tables; 4 chairs per table; 44 person seated
2. Reception style 350
 - a. All portable tables and chairs removed; 2-3x 6 tables for food
 - b. Registration tables must be placed outside in Lobby area across from WGMU Radio station

Date revised: July 29, 2009