

RSO Self-Service

Reservation Options for Registered Student Organizations:

- **Corner Pocket's Game Room**
- **Corner Pocket's Side Pocket**
- **Corner Pocket's Patio**
- **Club Collaboration Discount**

How to reserve these spaces:

Option 1: How to reserve Corner Pocket's Game Room

- 1) The Game Room is a great place for social gatherings and de-stressing activities for both small and large groups looking for a fun, relaxing place to hang out.
- 2) Reservations are charged by the hour and must be made at least **7 business days** in advance through the 25Live website.
- 3) You will receive a confirmation email and invoice within **3 business days**, followed shortly by a logistical email asking about space set up and payment method (*cash, credit card, or direct charge via organization code*).
- 4) If Student Organizations are paying by direct charge, please note that notification of the invoice and confirmation will be sent to the Student Involvement Budget Office at SIbudget@gmu.edu for verification that funds have been approved and/or available in their account
- 5) Your reservation will provide free play and unlimited tokens for all your attendees as well as any additional 3' X 6' rectangle tables or chairs needed to make your event a success.
- 6) For safety reasons and for the care of our furniture and equipment, we do not allow individuals to manage the equipment without proper supervision, move furniture, or hang decorations.
- 7) We recommend tables for any event involving food or drinks. A full list of approved caterers can be found here: <https://shopmason.gmu.edu/approved-caterers-list/> .
- 8) Any additional equipment can be rented through Event Services using the booking form found here: <https://studentcenters.gmu.edu/events/student-centers-event-booking/>

For a full list of policies and pricing, please visit <https://studentcenters.gmu.edu/corner-pocket/> or contact Corner Pocket at cornerp@gmu.edu.

Option 2: How to reserve Corner Pocket's Side Pocket

- 1) The Side Pocket is a great place for organizations looking to hold meetings or small group activities as well as events involving cleared areas or a small stage.
- 2) Reservations must be made at least **7 business days** in advance through the 25Live website.
- 3) You will receive a confirmation email and invoice, if applicable, within **3 business days**, followed shortly by a logistical email asking about space set up and payment method (*cash, credit card, or direct charge via organization code*).
- 4) If Student Organizations are paying by direct charge, please note that notification of the invoice and confirmation will be sent to the Student Involvement Budget Office at SIbudget@gmu.edu for verification that funds have been approved and/or available in their account
- 5) Your reservation will include access to a projector, comfortable sofa chairs, and round tables, but any additional 3' X 6' rectangle tables or chairs can be requested for a small fee. (Please see below to see if your organization will be charged)
- 6) For safety reasons and for the care of our furniture and equipment, we do not allow individuals to manage the equipment without proper supervision, move furniture, or hang decorations.
- 7) We recommend tables for any event involving food or drinks. A full list of approved caterers can be found here: <https://shopmason.gmu.edu/approved-caterers-list/> .
- 8) Any additional equipment can be rented through Event Services, using the booking form found here <https://studentcenters.gmu.edu/events/student-centers-event-booking/>.

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Option 3: How to reserve the Corner Pocket's Patio

- 1) The Patio is a great space for any outdoor events when the weather gets nice as well as any messy situations involving supplies, such as paint or water.
- 2) Reservations must be made at least **7 business days** in advance through the 25Live website.
- 3) You will receive a confirmation email and invoice, if applicable, within **3 business days**, followed shortly by a logistical email asking about space set up and payment method (*cash, credit card, or direct charge via organization code*).

- 4) If Student Organizations are paying by direct charge, please note that notification of the invoice and confirmation will be sent to the Student Involvement Budget Office at SIbudget@gmu.edu for verification that funds have been approved and/or available in their account
- 5) Your reservation will include access to outdoor patio tables and umbrellas, but any additional 3' X 6' rectangle tables or chairs can be requested for a small fee. (Please see below to see if your organization will be charged)
- 6) For safety reasons and for the care of our furniture and equipment, we do not allow individuals to manage the equipment without proper supervision, move furniture, or hang decorations.
- 7) We recommend tables for any event involving food or drinks. A full list of approved caterers can be found here: <https://shopmason.gmu.edu/approved-caterers-list/> .
- 8) Any additional equipment can be rented through Event Services, using the booking form found here <https://studentcenters.gmu.edu/events/student-centers-event-booking/>.

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How to know if your organization will be charged to use Side Pocket and/or the Patio

Note: A rental fee will be charged when additional staff members are required to support, set up, and clean up the space before and after your event. See below for cases when a daily fee will be charged for your reservation request.

- 1) If an event requires additional seating tables and chairs outside the normal configuration and the event alters the current configuration of the original setup of the space we will need to bring in an additional staff member to support, setup, and clean up the space.
- 2) If an event is large in size (typically over 75 people) and depending on the use of the space (e.g. tournaments, parties, fundraisers, meetings, etc.) due to the nature of the event we bring in an additional staff member to support, setup, and clean up the space.
- 3) If your event is closed to the public and requires additional staff to support, setup, and clean up the space after your usage.

- 4) Rentals that do not include any additional setup can reserve Side Pocket free of charge.

For a full list of policies and pricing, please visit <https://studentcenters.gmu.edu/corner-pocket/> or contact Corner Pocket at cornerp@gmu.edu.

Option 4: How to apply for the Club Collaboration Discount

- 1) This Club Collaboration Discount is a great way to meet new people and expand your organization's networking opportunity in any of the Corner Pocket spaces.
- 2) Reservations must be made at least **7 business days** in advance through the 25Live website, specifically stating which two or more organizations are working together.
- 3) Food and drinks must be provided by a GMU approved caterer found using this link: <https://shopmason.gmu.edu/approved-caterers-list/>
- 4) The event must be open to any and all GMU students or staff to attend. It cannot be restricted to simply the organizations involved and their members.
- 5) If all of these requirements are completed, then a meeting with the Corner Pocket Reservations Supervisor will be scheduled to discuss the complete details. You can use cornerp@gmu.edu to reach out first in order to speed up the process, or they will do so, after receiving the 25Live request.
- 6) If the event is approved after the meeting, a final confirmation will be sent to you and the reservation fee will be waived.

Note: All requests for a collaboration discount must be approved by the Associate Director of Building Services and Program Development for Student Centers.

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