

## 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](mailto: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](mailto:cornerp@gmu.edu).

*revised August 2019*

## 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 [SBudget@gmu.edu](mailto:SBudget@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, access to 3' X 6' rectangle tables and additional chairs can be requested.
- 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](mailto:cornerp@gmu.edu).

### 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](mailto: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 any additional 3' X 6' rectangle tables or chairs can be requested.
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](mailto:cornerp@gmu.edu).

## How to know if your organization will be charged to use the Corner Pocket Game Room, Side Pocket or the Patio

### **New Rate Structure for Corner Pocket**

*Effective June 1, 2019, the rates for Corner Pocket has changed to the following:*

**To reserve these spaces (Game Room, Side Pocket, and Patio):**

#### **Registered Student Organizations:**

1. **GAME ROOM:** \$50.00 **\*\*per hour\*\*** during business hours of Noon to 10 p.m. Sunday through Saturday for the use of the Game Room. All games, popcorn, and furnishings are included in the reservation fee. There is no longer a before and after 6 p.m. rate.
2. **SIDE POCKET & PATIO:** \$15.00 **\*\*per hour\*\*** for use of these spaces. There is no longer a flat rate per day. This provides you with access to all the furnishings, projector (side pocket only), and any additional 3' X 6' rectangle tables & chairs can be requested.

#### **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](mailto: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.

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

*revised August 2019*