ON-CAMPUS CHARGING
Parking Services

RSOs may use their organization code to purchase on-campus parking passes for speakers, conference participants, etc. from Parking Services.

<u>Instructions</u>
1. Go to Parking Services "Forms" webpage (https://parking.gmu.edu/forms/) and print out the Validations Request form for the parking location (i.e., SciTech, Arlington Campus, Mason Pond/Shenandoah Parking Deck, or Rappahannock Parking Deck) that you need.
2. Fill out the Validations Request form, listing your RSO president or treasurer's contact information and your RSO's organization code (i.e., six-digit account number, starting with "61xxxx") as the "Org Code."

Name	
Department	
Org Code	
Email Address	
Phone	

3. E-mail the form directly to Parking Services at separk12@gmu.edu.
4. Pick up your parking pass(es) from Parking Services. Parking Services will debit your RSO account for the cost of the pass(es).

For more information, visit: https://transportation.gmu.edu/parking-services/special-event-parking/.

ON-CAMPUS CHARGING
Event Services

RSOs may use their organization code to pay for the rental of audio/visual equipment, tables, chairs, etc., from Event Services.

Instructions

1. Schedule your event space through 25live.gmu.edu (the university-wide event and academic scheduling system). Please visit the RSO Self-Service Center (https://si.gmu.edu/rso-self-service-center/) for instructions on how to use 25Live.

2. Go to Event Services webpage to fill out the Event Services Request for Service Form (https://studentcenters.gmu.edu/events/student-centers-event-booking/). Remember to provide your event reference number on the request form. (Note: *The event reservation must be confirmed by University Events in 25Live before Event Services can accept your request.*)

3. List your RSO's organization code (i.e., six-digit account number, starting with "61xxxx") as the "Organization Code."

Client Info

Organization/ Department Name *	
Affiliation Type *	
Organization Code *	

Non-Mason Orgs type "external"

4. Review the estimate that Event Services e-mails you for accuracy and to determine if any changes need to be made. (Note: *If your RSO needs to cancel its request, you must e-mail Event Services preferably three business days before the event to do so. Event Services will respond with an email confirmation of your cancellation.*)

5. Review the final invoice that Event Services e-mails you after the event. On approximately the 15th of the following month Event Services will debit your RSO account for the cost of the equipment rental.

Cancellation and "No Show" Procedure

- Events in venues managed by Event Services must be cancelled at least one business day in advance of the event start time in order to avoid a fee. Events cancelled with less than one business days' notice will incur a late cancellation fee of **$75** for each large meeting space and **$25** for each small meeting space.
- If the group is a **"no show*,"** a fee of **$100** for each large meeting space and **$50** for each small meeting space will be assessed.
- Events clearly labeled as "Rain Location" in 25Live will not be charged any fees if the client ends up not needing the rain location site. This will **not** be considered a "no show."
- If you reserve several spaces for your event and do not use any one of your assigned spaces, you will be charged a "no show" fee for each space not utilized during your event. Be sure to release any spaces you will not need at least one business day in advance of your event start time in order to avoid a fee.

For more information, visit: https://studentcenters.gmu.edu/eventsuccess/.

ON-CAMPUS CHARGING
Print Services

RSOs may use their organization code to order custom printing of copies, brochures, posters, banners, etc. from Print Services.

Instructions

1. Go to Print Services "Custom Printing" webpage (https://printandmail.gmu.edu/customprinting/#custom-print-tab-1) to select the Mason campus (i.e., Fairfax, Arlington, or SciTech) that corresponds to your location.
2. Use their online ordering system to submit your custom print job.
3. Select "Fund/Org Number" as your payment method from the drop-down menu during checkout.
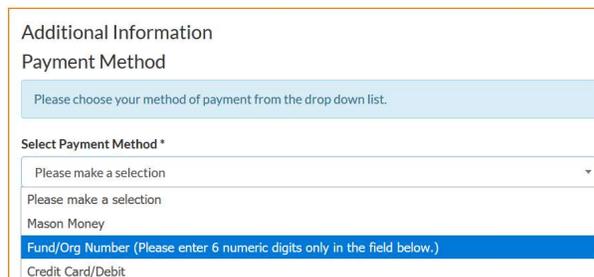
Additional Information
Payment Method

Please choose your method of payment from the drop down list.
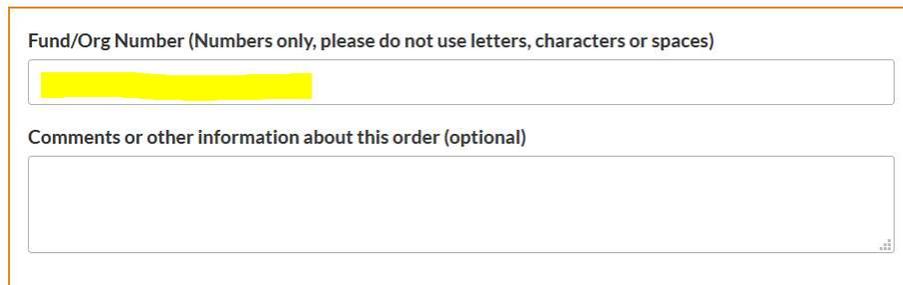
Select Payment Method *

Please make a selection ▼

Please make a selection
Mason Money
Fund/Org Number (Please enter 6 numeric digits only in the field below.)
Credit Card/Debit

4. List your RSO's organization code (i.e., six-digit account number, starting with "61xxxx") as the "Fund/Org Number" before checking out.

Fund/Org Number (Numbers only, please do not use letters, characters or spaces)

Comments or other information about this order (optional)

5. Pick up your custom print order from the Print Hub. Print Services will debit your RSO account for the cost of the printing.

For more information, visit: https://printandmail.gmu.edu/.

ON-CAMPUS CHARGING
Mason Catering (Sodexo)

RSOs may use their organization code to order catering from the on-campus caterer Sodexo. Sodexo offers two types of catering for RSOs: regular and Shoestring orders.

REGULAR CATERING: Sodexo will deliver the food to your event, set up, and clean up afterwards.

Instructions

1. Go to the Mason Catering website (https://masoncatering.catertrax.com/) to submit your online catering order.
2. During the checkout process
   a. Select "State Account" as the "Payment Method."
   b. List your RSO's organization code (i.e., six-digit account number, starting with "61xxxx") as the "State Account Number." (The website requires that you list the number as "6-10xxx".)
   c. Select "Student Club Function" as the "Purpose of Event."
   d. Fill in the "Name of the Event" and "Event Description."
   e. List sibudget@gmu.edu as the "Other Approver."
3. Your catering order (a copy of which will be sent to you) will be routed to sibudget@gmu.edu for approval. After your event Mason Catering will invoice the University for the cost of the catering; the expense will debit your RSO account approximately a month later.

Note: If when you enter in the catering order, your RSO has *not* already secured funding to pay for it, you *must* list the following in the "Special Instructions" box: **TENTATIVE ORDER: Funding source is still being finalized.** After your RSO has secured funding (either SFB or SGR), you will need to contact the Catering office at (703) 993-3302 or catering@gmu.edu at least five full business days before your event to confirm catering services. Catering orders, which are submitted or approved with less than five full business days prior notice, may not be processed or may incur a late fee.

SHOESTRING CATERING: Your RSO picks up the catering order from the Catering office and sets it up at the event, cleaning up and returning the serving utensils to the Catering office afterwards. This option is less expensive, because your RSO supplies the labor.

Instructions

1. E-mail sibudget@gmu.edu to obtain a copy of the current Shoestring Catering Order Form.
2. Fill out the order form.
3. E-mail it back to sibudget@gmu.ed at least two weeks before your event. We will approve your order and send it to the Catering office on your behalf. After the event Mason Catering will invoice the University for the cost of the catering; the expense will debit your RSO account approximately a month later.

For more information, visit: https://masoncatering.catertrax.com/.

ON-CAMPUS CHARGING
Police Services

RSOs may use their organization code to pay for enhanced security or safety personnel at their event from Police Services.

Instructions

1. Review the Police Services website (https://police.gmu.edu/programs-and-services/) for the most updated information, concerning rates and whom to contact to discuss your event's security needs.
2. List your organization code (i.e., six-digit account number, starting with "61xxxx") as the "GMU Banner/Org Number" on the Special Event Service Form.

Financial Responsibility:			
Name of Billing Representative :		Phone Number :	
Non-GMU Billing address or GMU MSN :		GMU Banner/ORG Number :	
Signature of Approving Police Dept. Representative :			

*If a student organization would like to pay by check (instead of ORG code), DO NOT LIST YOUR ORG CODE on the Special Event Service Form. All other fields, however, MUST be filled out regardless of what form of payment is being used.

3. After your event Police Services will send an invoice to Student Involvement for the cost of the security; the expense will debit your RSO account approximately a month later.

For more information, visit: https://police.gmu.edu/.