

ON-CAMPUS CHARGING

Mason Catering (Sodexo)

RSOs may use their organization code to order catering from Mason Catering (Sodexo). Mason Catering offers two types of catering for RSOs: regular catering and Shoestring Menu orders.

REGULAR CATERING: Mason Catering will deliver the food to your event, set it up, and remove it afterwards.

Instructions

1. Go to the Mason Catering website (<https://masoncatering.catertrax.com/>) to submit your online catering order.
2. During checkout
 - a. Select "State Account" as the "Payment Method."
 - b. List your RSO's organization code (i.e., six-digit account number, starting with "61xxx") as the "State Account Number." (The website requires that you list the number as "6-1xxx".)
 - c. Fill in the "Name of the Event" and "Event Description."
 - d. List sibudget@gmu.edu as the "Fund/Org Approver." (NOTE: This information is mandatory; you won't be able to proceed with the catering order if this part is not completed.)
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: Although catering orders should be submitted as soon as possible (in order for the Mason Catering office to reserve your order on their catering calendar), if your RSO has not already secured funding to pay for it, you must list the following statement in the "Special Instructions" box: ***TENTATIVE ORDER: Funding source is still being finalized.*** After your RSO has secured SFB funding, you will need to contact the Mason Catering office at (703) 993-3302 or catering@gmu.edu at least 5 business days before your event to confirm the catering order.

Catering orders, which are submitted or approved less than 5 business days before an event, may not be processed or may incur a late fee.

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SHOESTRING CATERING: Your RSO picks up the catering order from the Mason Catering office and sets it up at the event, cleaning and returning the serving utensils to the Mason Catering office afterwards. This option is less expensive, because your RSO provides 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.edu *at least 2 weeks* prior to your event. We will approve your order and send it to the Mason 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.

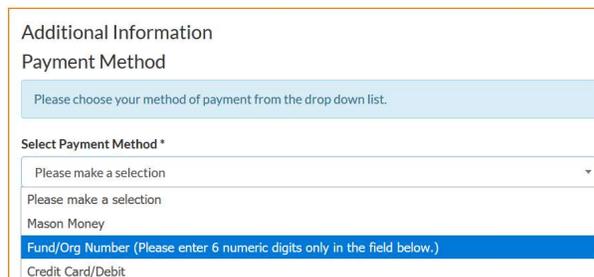
For more information, visit: <https://masoncatering.catertrax.com/>.

ON-CAMPUS CHARGING 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 *

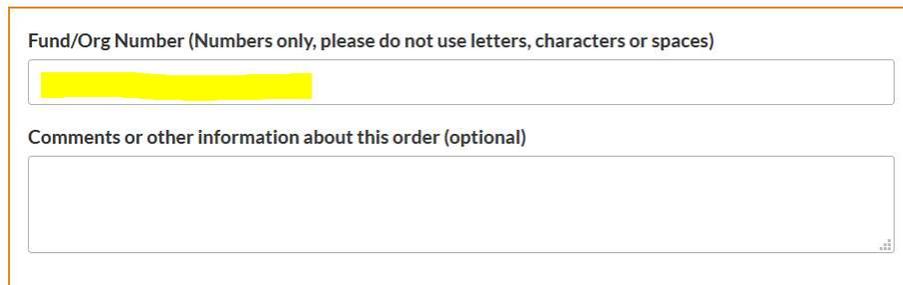
Please make a selection

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 Parking Services

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

Instructions

1. Go to Parking Services "Forms" webpage (<https://parking.gmu.edu/forms/>) and print out the Validations Request form for the parking location (e.g., 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 "61xxx") 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 (Mason's event and academic scheduling system).
2. Fill out the Event Services Request for Service Form (<https://studentcenters.gmu.edu/events/request-form/>). 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 "61xxx") 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 at least three business days before the event. Event Services will respond with an email confirmation of your cancelation.*)
5. After the event, review the final invoice that Event Services e-mails you for accuracy. On approximately the 15th of the following month after your event, 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

Corner Pocket

RSOs may use their organization code to reserve event space at the Corner Pocket.

Instructions

1. Create a 25Live reservation for either the “HUB Corner Pocket,” “HUB Corner Pocket Patio,” or the “HUB Side Pocket” for your event.
2. List your organization code (i.e., six-digit account number, starting with “61xxxx”) on the reservation request.
3. Corner Pocket will email your RSO a reservation confirmation/invoice and ask for the payment method (org code, credit card, check, or Mason Money).
4. Respond to Corner Pocket’s email, confirming the use of your organization code.
5. Once your event and payment method is confirmed, the Corner Pocket will work with you to determine your set-up needs, including tables, chairs, and any other logistics. For audio-visual needs, you must complete the Event Booking Form (<https://studentcenters.gmu.edu/events/student-centers-event-booking/>) at least 2 weeks prior to the event.
6. A few days before your event, Corner Pocket will debit your RSO account for the expense.

For more information, visit: <https://studentcenters.gmu.edu/corner-pocket/>.

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

7. 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.
8. List your organization code (i.e., six-digit account number, starting with "61xxx") 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.

9. 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/>.