

RSO Self-Service

Reservation Options for Registered Student Organizations:

- **Corner Pocket Game Room**
- **Side Pocket**
- **Corner Pocket Patio**

How to reserve these spaces:

Option 1: How to reserve the Corner Pocket 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) Once your reservation has been approved, you will receive a confirmation email which will include an invoice and ask about space set-up needs and payment method (*credit card, check, or direct charge via organization code*).
- 4) If you are paying using an org code, please note that notification of the invoice and confirmation will be sent to the Student Involvement Budget Office at SBudget@gmu.edu for verification that funds have been approved and/or available in your account.
- 5) Your Corner Pocket Game Room 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, we do not allow individuals from the reserving organization to distribute equipment or move furniture.
- 7) For events with food or drink, the caterer providing these items must be on the GMU Approved Caterers List found here <https://shopmason.gmu.edu/approved-caterers-list/> .
- 8) Any additional equipment needed for your event, not including the tables and chairs the Corner Pocket has available in house, can be rented through Event Services, using the Event Services Request Form found here <https://studentcenters.gmu.edu/events/student-centers-event-booking/>.

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Option 2: How to reserve the 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 multi-purpose areas or a small stage.
- 2) Reservations must be made at least **7 business days** in advance through the 25Live website.
- 3) Once your reservation has been approved, you will receive a confirmation email which will include an invoice and ask about space set-up needs and payment method (*credit card, check, or direct charge via organization code*).
- 4) If you are paying using an org code, 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 your account.
- 5) Your reservation will include access to a projector/screen, chairs, round tables, and 3' X 6' rectangle tables. Set-up needs should be included in the 25live request or sent to cornerp@gmu.edu prior to your event date.
- 6) For safety reasons, we do not allow individuals from the reserving organization to distribute equipment or move furniture.
- 7) For events with food or drink, the caterer providing these items must be on the GMU Approved Caterers List found here <https://shopmason.gmu.edu/approved-caterers-list/>.
- 8) Any additional equipment needed for your event, not including the tables and chairs the Corner Pocket has available in house, can be rented through Event Services, using the Event Services Request Form found here <https://studentcenters.gmu.edu/events/student-centers-event-booking/>.

Option 3: How to reserve the Corner Pocket Patio

1. The Patio is a great space for any outdoor events when the weather gets nice.
2. Reservations must be made at least **7 business days** in advance through the 25Live website.
3. Once your reservation has been approved, you will receive a confirmation email which will include an invoice and ask about space set-up needs and payment method (*credit card, check, or direct charge via organization code*).
4. If you are paying using an org code, 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 your account.
5. Your reservation will include access to outdoor patio tables and any additional 3' X 6' rectangle tables, chairs or lawn games which can be added to the space upon request.
6. For safety reasons, we do not allow individuals from the reserving organization to distribute equipment or move furniture.
7. For events with food or drink, the caterer providing these items must be on the GMU Approved Caterers List found here <https://shopmason.gmu.edu/approved-caterers-list/>.
8. Any additional equipment needed for your event, not including the tables and chairs the Corner Pocket has available in house, can be rented through Event Services, using the Event Services Request Form found here <https://studentcenters.gmu.edu/events/student-centers-event-booking/>.

Corner Pocket Rates for Registered Student Organizations

1. **GAME ROOM:** \$60.00 ****per hour**** during business hours of 3:00pm-11:00pm DAILY for the use of the Corner Pocket Game Room. The game room may be used outside of normal business hours but will result in an early open/late close fee of one additional hour. All games and in house furnishings are included in the reservation fee.
2. **SIDE POCKET & PATIO:** \$20.00 ****per hour**** during business hours of 3:00pm-11:00pm DAILY for the use of these spaces. These spaces may be used outside of normal business hours but will result in an early open/late close fee of one additional hour. This provides you with access to the space, projector and screen (Side Pocket only), lawn games (Patio only) and any additional 3' X 6' rectangle tables, round tables, and chairs upon request.

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