ON-CAMPUS CHARGING
Mason Catering (Sodexo)

RSOs may use their organization code to order catering from Mason Catering (Sodexo).

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., 5-digit account number starting with "M" or "W") as the "State Account Number."
   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.

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.
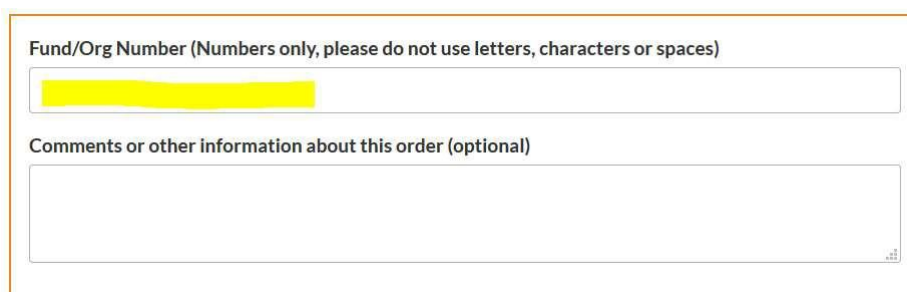
4. List your RSO's organization code (i.e., 5-digit account number starting with "M" or "W") as the "Fund/Org Number" before checking out.

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.

<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 (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., 5-digit account number starting with "M" or "W") 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., 5-digit account number starting with "M" or "W") 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. If paying with off-campus funds, click on this link for payment: https://secure.touchnet.com/C20788_ustores/web/product_detail.jsp?PRODUCTID=2255&SINGLESTORE=true

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., 5-digit account number starting with "M" or "W") 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 with payment method.
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. If paying with credit card or check provide that on the day of the event. If paying through org code, 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

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., 5-digit account number starting with "M" or "W") 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.
4. If paying by check please make the check out to: George Mason Police Department and mail to: GMUPD Records Office
   Attn: Taren Evans
   4393 University Dr.
   Fairfax, VA 22030

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