

POLICIES FOR THE USE OF ACADEMIC SPACE (GENERAL PURPOSE CLASSROOMS) RENTED BY NON-GW ORGANIZATIONS

Organizations not affiliated with The George Washington University may use academic space (general purpose classrooms) rented from The George Washington University in accordance with the following policies:

- Groups not affiliated with another university or not a part of the federal or municipal government must have sponsorship by a George Washington University school, department or organization. A statement of such sponsorship in writing must be submitted to the Academic Scheduling Office before any rental may be confirmed. If an organization does not have a GW sponsor, the ASO may be able to help identify one upon request.
- The event taking place in the rented space must be in keeping with the mission of the University. The Director of Academic Scheduling and the Academic Scheduling Office reserve the right to deny use for any activity deemed not to be in accordance with that mission. The mission statement of The George Washington University may be found at http://www.gwu.edu/~ire/mission_statement.htm.
- The non-GW group may not make any charges to the attendees of any event held in GW academic space except such as may be necessary to recover *only* the expenses incurred in staging the event.
- **ABSOLUTELY NO FOOD AND/OR DRINK IS PERMITTED IN ANY CLASSROOM.** Arrangements for any meals/drinks/snacks must be made elsewhere. This policy is non-negotiable. Any group found to have violated this policy will be liable for any charges incurred for special cleaning by Housekeeping. Only a very few designated hallways and lobby areas may be used for food service; these spaces must be reserved. No space outside the classrooms may be used for food service without specific reservations with the appropriate office.
- Rooms are provided with heating or air conditioning as needed, electricity and normal custodial services. ASO will not provide refunds if any of the custodial or non-ASO services are not satisfactory. The rental charges do not cover: 1) any special setups or additional amenities; 2) Academic Technologies charges for equipment usage; 3) charges for security [if required] provided by the University Police Department; or 4) charges for furniture provided by Facilities (e.g., tables and chairs other than those ordinarily situated in the room(s)). The outside group must make all such arrangements directly with the office providing the service.
- Final approval of any event requiring security (weekends and after building closing hours) will be contingent upon notification to the Academic Scheduling Office by the University Police that security arrangements have been made. Call Assistant Chief James Isom, UPD, at 202.994.4533 or submit the Security Services Request form found at www.gwired.gwu.edu/upd. There is a charge for security services; the University Police will bill the outside group directly for these services.

- Additional tables, chairs, etc., must be requested by the GW sponsoring department or organization through Facilities. (*Manager, Facilities Work Control-Customer Service* at 202.994.5421.) Charges for such services must be paid by the sponsoring GW department or organization, not by the non-GW organization. The non-GW group must reimburse the sponsoring GW department/organization.
- There will be charges for the use of any classroom technological equipment (e.g., LCD and for any services provided by Academic Technologies (AT)); these charges are payable directly to AT, not through the Scheduling Office. AT may be reached at 202.994.7900. Any group renting a technology classroom must have an authorized representative trained in the operation of the equipment before the event reservation can be confirmed.
- Easels, flip charts, markers and related supplies are not available through the University and must be supplied by the group renting the space.
- It is not permitted to hang any pictures, posters or other types of displays on the walls of the classrooms or in the hallways. No pins, tacks, staples, tape or any other means are permitted.
- The group using the space is responsible for restoring the room/furniture to the original arrangement and for proper disposal of any trash. The group is also responsible for damages to the facility and may, depending upon the nature and extent of the damages, be charged over and above the rental charges for any required clean up and repair beyond the ordinary and may lose their privilege of reserving/renting classroom space in the future.
- Groups using space in classroom buildings should be aware that there may be classes going on in adjacent rooms or faculty and staff working in nearby offices. This is true for Saturday and Sunday as well as weekdays. Hallways and common areas should remain quiet at all times, and noise in reserved rooms should be kept to a level such that nearby classes and offices are not disturbed. The University Police have the authority to and may ask any group creating a disturbance to leave the building.
- A check in payment of the room rental charges should be made payable to The George Washington University and sent to the following address within 2 weeks of receiving your tentative reservation confirmation. The reservation may be canceled if the check is not received by the date specified in the Statement of Charges.

Cyndy Donnell
 Academic Scheduling Office
 The George Washington University
 2121 I Street NW
 Washington, DC 20052

- Any questions concerning this information or reservations should be addressed to Cyndy Donnell, Academic Scheduler (202.994.6876 or sched@gwu.edu). Faxes may be sent to 202.994.4448.