

# Use of University Property Form

## OFFICE OF EVENTS MANAGEMENT

Fax completed form to: 703-993-2112

Form found at [www.gmu.edu/departments/ur/events/sched.html](http://www.gmu.edu/departments/ur/events/sched.html)

Sponsoring Organization: \_\_\_\_\_

Are you Sponsoring a Non-GMU Organization? Yes  No

Person Making Reservation: \_\_\_\_\_

MSN: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Person in Charge of Event: \_\_\_\_\_

MSN/Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Event Date(s)/Days: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Facility(s) Requested: \_\_\_\_\_

Title & Description of Event: \_\_\_\_\_

\_\_\_\_\_

Speaker, Entertainer, Film, etc: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Are any fees being charged? Yes  No

Explain: \_\_\_\_\_

*Events held at GMU often require services offered by other campus departments. These departments include, but are not limited to, Parking Services, Events Production, Dining Services, Physical Plant, and Classroom Technologies. The procedures for obtaining these services and their availability differ from department to department.*

*Due to the complicated nature of some events, it is strongly suggested that any group booking events on campus take advantage of our conferencing services. For a fee, we will handle the coordination of all services available on campus, as well as hotel, transportation, and other off-campus needs.*

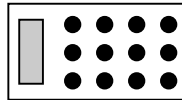
**Arrangements for these services must be made a minimum of three weeks ahead of time. These services are not available on a last minute basis.**

Please contact me about your conference services

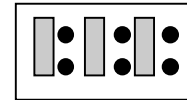
***Please be aware that in choosing not to utilize our conference services you will be responsible for all event planning logistics for your event.***

**\*\*Two Business days required for processing**

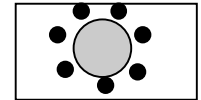
### Requested Room Setup (Check one style below or attach a custom diagram)



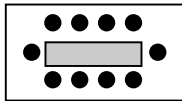
Theater



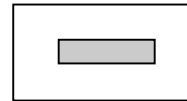
Classroom



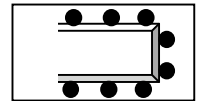
Rounds



Conference



Reception



U-Shape

### Basic Audio/Visual Equipment (Check all that apply)

\_\_\_ NO AUDIO/VISUAL EQUIPMENT REQUIRED

\_\_\_ TV/VCR     \_\_\_ Easel     \_\_\_ Screen

#### Projectors:

\_\_\_ Overhead  
\_\_\_ Slide  
\_\_\_ LCD

#### Microphones:

\_\_\_ Stand Up  
\_\_\_ Table  
\_\_\_ Podium

#### Podiums:

\_\_\_ Full Size  
\_\_\_ Table  
\_\_\_ Lecternette

### Food & Beverage Requirements

Will food be served?     Yes  No  Undecided

Will Alcohol be served?     Yes  No

Catered By:  Sodexo (on campus caterer)  
 Other Approved Caterer  
 Caterer Undecided at this time

#### Audience (Check all that apply):

\_\_\_ General Public     \_\_\_ Invitation Only  
\_\_\_ GMU Administration     \_\_\_ Paid Participants  
\_\_\_ Campus Community     \_\_\_ Students  
\_\_\_ Faculty

*I have provided the information appearing on this page and agree to commit the organization represented for the charges related to the support services requested, as well as for assessments for any damages to the reserved facilities during the occupancy. I have read the Scheduling instructions and Regulations for Use of George Mason Facilities and agree to comply with them as conditions for use.*

Index No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_