GW Museum and The Textile Museum Info Sheet

Space Overview:
The GW Museum and The Textile Museum offer three of their community spaces to student organizations during their regular operating hours for public programming. The spaces are all located within their Foggy Bottom museum location (701 21st Street, NW). The museum does require that programming be aligned with at least one portion of their mission of:

- Expanding public knowledge and appreciation—locally, nationally, and internationally—of the artistic merits and cultural importance of the world’s textiles.
- Chronicling the history of the nation’s capital.
- Instilling an appreciation for the visual and performing arts, the humanities, and/or global cultures within the GW community.

How to Book Space:
1. View current availability for all CSE spaces online – you can see availability for all spaces or select the museum spaces you wish to see specifically
2. After you have confirmed that the space you wish to reserve is available at the day and time you wish to use it, submit your reservation request in OrgSync. (at least 3 weeks in advance of the reservation time)
3. You will receive a confirmation from OrgSync when your reservation has been approved and you can begin to work with a designated museum staff member to confirm details for your program. The program’s coordinator will be required to meet with the museum staff member to discuss event details and museum facility regulations.

GW Museum Policies:
In addition to all CSE Reservations policies which apply to these spaces, the following guidelines apply to the museum spaces:

- All organization events must include a 10 minute in-gallery experience led by a student museum guide.
- All organization events must be open to the public and greater GW community, either by “drop-in” or pre-registration.
- Use of the museum by the group shall be restricted to the area(s) specifically requested.
- When applicable, your organization will be invoiced for payment -- especially if event extends past normal museum hours or requires outstanding housekeeping.
- Organizations and members must abide by all university and museum policies including, but not limited to no smoking, regulations on where food may and may not travel in the museum, use of large bags or backpacks in the museum galleries, and what floors may be accessed by visitors.
- The museum does not have a preferred caterer for use during museum hours, but does require any events during which alcohol will be served to be registered through Health Promotion and Prevention Services and to abide by university alcohol policies.
- If you see something is broken or damaged, please email csereservations@gwu.edu immediately. If on site, immediately inform the Museum Attendant on staff at the front desk.

View specific space features and layouts for The Myers Room, the Museum Classroom, and the Albert Small Washingtoniana Seminar Room below:

Note that all quantities and types of furniture for each space are listed, but additional equipment needs may be special ordered at the group’s expense with coordination of the museum program liaison.
The Myers Room
The Myers Room is the largest museum space available. The room is located on the first floor of the Museum, straight ahead immediately after walking into the main entrance. The space is great for events large and small and is easy to customize to your needs.

**Space Features:**
- Terrazzo flooring
- 70 Chairs
- Ten round tables
- Two folding tables
- Podium with control panel
- Two LCD monitors
- Built in digital projector and screen
- Built in AV system (microphone, speakers)

Museum Classroom
The museum classroom is located on the B1 level of the museum just off from the main gallery. The classroom offers a place for interactive learning activities and events open to the public.

**Space Features:**
- Terrazzo flooring
- 32 Chairs
- 8 square tables
- Sink
- Built in digital projector and screen

Albert Small Washingtoniana Seminar Room
The Seminar Room is located on the first floor of the Woodhull Building wing of the museum. The room is elegantly appointed and is perfect for academic discussions and meetings for academic organizations open to the public.

**Space Features:**
- Hardwood flooring
- 14 Chairs
- Large wood seminar table
- 1 large LCD monitor