CSE Reservations
Guidelines for Reservations and Use

Spaces Managed by CSE Reservations:
- **District Downstairs – District House**
  - B1 Level: DH B114, DH B115, DH B116, DH B117, DH B118, DH B132
  - B2 Level: DH B205, DH B206, DH B207
- **Mitchell Theater – Mitchell Hall**
- **Community Room – Shenkman Hall**
- **Community Room – South Hall**

Spaces CSE Reservations coordinates student organization bookings for:
- **Myers Multipurpose Room - GW Museum and Textile Museum**
- **Museum Classroom - GW Museum and Textile Museum**
- **Albert Small Washingtoniana Seminar Room - GW Museum and Textile Museum**
- **Colonials Club - Smith Center**
- **Champions Club – Smith Center**

For other campus spaces see the complete list of spaces and how to book them on the [CSE Reservations Webpage](#).

How to Book CSE Managed Space:
- Any individual listed as an officer or admin within a student organization’s OrgSync portal may book a space on behalf of their organization, or any staff/faculty member may submit a booking on behalf of their office/department, or any student may submit a request for themselves
  - **View and request to book space online via our online booking system**
    - The first time you utilize our online booking system you will need to create an account (enter your GWU email address, create a password, and enter your first/last name)
    - If you have previously used our system, select “Logon” and enter your GWU email and password you created for the booking system
- After logging in, select “Booking Calendar” at the bottom of the page to view space availability for any date, or simply enter the date/time/attendee count for your event and search for available spaces that meet your needs
  - Remember to include the time needed to setup/cleanup the space for your planned activity within your reservation request’s timeframe
- Select the space(s) you wish to book, fill out the form and submit
- If you wish to book more than one date for your booking, select “Search for More Available Spaces” at the top of the page (this includes submitting a request for reoccurring bookings for the same day of the week/time/location throughout the semester)

How to Book GW Museum and Smith Center Space:
- GW Museum and Smith Center spaces are booked through OrgSync – any member of a student organization listed as an administrator or officer in OrgSync is able to book these spaces on behalf of their group (departments must book spaces directly through the Museum and Smith Center staff, individuals are not able to book these spaces)
  - **Museum Space Reservation Request Form**
  - **Smith Center Reservation Request Form**
Space Reservation Policies:

- **General Reservation Policies:**
  - Reservations for all CSE spaces must be made at least 2 business days prior to your requested date/time up to 365 days prior to your requested date/time.
  - Organizations and departments can reserve any CSE space as many times as they need throughout the semester, however restrictions do apply in high demand spaces (B132, B205, & Mitchell Theater) – see the prime time reservations policy below.
  - Reoccurring reservations, bookings for the same day and time on a regular basis, are accepted so long as those bookings do not conflict with the prime time reservations policy – reoccurring reservations can only be made within the current semester by a student organization.
  - Reservations will be reviewed and approved in the order in which they are submitted. Once a reservation is confirmed, no other group or University office can take the reserved space without the consent of the original booking party.
  - While the CSE will always work with requestors to accommodate their reservations, the office does reserve the right to deny reservation requests for any reason at any time.

- **Fees/Rental Costs**
  - All CSE spaces are able to be used by any student organization, faculty/staff member, or student at large at no cost.
  - Fees may be charged for: housekeeping (if garbage is left in the space, carpets sullied, etc.), damages, or afterhours reservations at the GW Museum (these reservations are made through the Museum itself):
    - Housekeeping charges begin at $150.00 per booking.
    - Damages related to technology, furniture, walls, floors, etc. will be assessed and invoiced to the responsible party.

- **Departmental Booking:**
  - University departments may book CSE managed spaces throughout the academic year at no cost, however restrictions do apply. Bookings may only be made from 6am-4pm Monday through Friday – reservations outside of these hours must be for student programming/events.

- **Prime Time Reservations Policy:**
  - In an effort to ensure that as many groups as possible have access to space on campus, our Prime Time Hours Policy will apply in high demand spaces (B132, B205, & Mitchell Theater).
  - Organizations/departments may not have more than two bookings in high demand spaces between 5pm and 9pm during any given week.

Space Policies:

- **General Use:**
  - At least one individual from the booking party must be present at all times during the reserved time.
  - Organizations and departments are responsible for setting up the room to fit their needs and for putting the room back to the way it was found when done.
  - Organizations and departments must also cleanup and remove any and all garbage from the spaces and deposit it in the provided receptacles.
  - Only painters tape may be used to hang anything to any walls.
  - If anything is broken or damaged at the start of your booking email csereservations@gwu.edu immediately so we can work to resolve the issue – and to be sure you are not responsible for the damage.
  - Any booking party and their guests must abide by all University and CSE policies.
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- Additional policies specific to each space may also apply, see the policies below for space specific requirements and guidelines.
- Exceptions to any stated policy will be reviewed on a case-by-case basis by CSE Reservations Staff.

**Major Events in CSE Spaces:**
- No CSE spaces, with the exception of the GW Museum, are able to host major events. Major student organization and departmental events must be hosted in campus event spaces – predominately these spaces are reserved through Events and Venues.
- A “Major Event” is generally defined as an event that meets any of the following criteria:
  - Guest count exceeds 100 people
  - A well-known speaker or guest will be attending or participating in the event
  - The furniture already in the spaces does not meet the needs of the event and additional or specialized furniture needs to be rented/brought into the space
  - An outside contractor, beyond speakers or small performance groups, will be hired for the event (including caterers)

**Food in CSE Spaces:**
- Groups are allowed to bring food and beverages of their own choice into CSE reservable spaces, with the exception of Mitchell Theater and the B132 multipurpose room in District House.
- All organizations must clean up after themselves when utilizing the spaces; this includes disposing of all trash in designated receptacles.
  - If a group leaves the space with garbage, they may be charged for housekeeping fees.

**Modification, Cancellation, and No-Show Policy:**
- **Modification:**
  - The date/time of your reservation within any CSE space, with the exception of the GW Museum/Smith Center spaces, may be modified up to 24 hours prior to your scheduled reservation time by sending an email to csereservations@gwu.edu with your event ID number and your requested change.
    - Please see GW Museum information.
- **Cancellation:**
  - Cancellation of any CSE space, with the exception of the GW Museum/Smith Center spaces, may be cancelled by emailing csereservations@gwu.edu with your event ID number up to 24 hours prior to your scheduled reservation time.
- **No-Show Policy:**
  - When no members of the organization show up to a scheduled reservation and the reservations was either not cancelled or was cancelled with less than 24 hours’ notice it will be considered a no-show.
  - Organizations will be given two no-show warnings in one semester – after the second warning, if another no-show occurs in the same semester the organization’s scheduling privileges will be suspended and all remaining reservations for that semester will be cancelled.
  - Groups that have their scheduling privileges suspended will need to meet with the Program Coordinator for CSE Reservations in order to have their privileges reinstated.

**Venue Specific Policies:**

**Mitchell Theater:**
- Organizations must always have the space reserved through the process outlined on page one of this guidelines document in order to use Mitchell Theater.
- If an organization is attempting to make its first reservation within Mitchell Theater, they must do so at least 5 business days in advance of the booking date.
  - Once the reservation request is received, CSE staff will pull a list of officers and admins from OrgSync at the time of the first booking and grant those individuals GWorld access.
If members have issues accessing the space after during the first reservation, contact dmarquis@gwu.edu directly with the names of officers/admins that still need access.

- At least one individual with GWorld access should be present during a group’s reservation.
- Individuals who are given GWorld access to the space may not share their GWorld cards with group members to gain access.

GW Residence Hall Community Spaces (Excluding District House):

- Community spaces are available from 8am-Midnight 7 days a week for reservations.
- Quiet hours for residence hall buildings (Sunday-Thursday 10pm-7am; Friday – Saturday 2am-10am) must be observed within community rooms.
- No fundraising, bake sales, or sales of any items may take place in any space within the residence halls – including lobbies adjacent to the reserved rooms.
- Organizations may not hold events in residence hall lobbies.

GW Museum and Textile Museum:

**Museum Reservations:**

- Organizations must submit the request to reserve any Museum space at least three weeks in advance of the requested reservation time – Organizations must always have the Museum spaces reserved in order to utilize it for an event.
- The reservation process for the Museum spaces is facilitated by the CSE – however, the management of events and the coordination of the space is handled directly by the Museum staff.
- In the event of a modification/cancellation of a GW Museum reservation, booking party must contact their Museum staff coordinator to request the change.

**Mission Oriented Programming:**

- The Museum waves all rental fees for University groups that desire to schedule publically accessible programs during Museum hours which support a portion of the Museum’s main missions 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.
- If the Museum feels that the event does not align with their mission, they reserve the right to deny a request for program or charge rental fees for use of their space.

**Guidelines for the Museum:**

- 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 though Health Promotion and Prevention Services and to abide by university alcohol policies.
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- If you see something is broken or damaged, immediately inform the Museum Attendant on staff at the front desk

**Smith Center:**

*Smith Center Reservations*

- Organizations must submit the request to reserve any Smith Center space at least 5 business days in advance of the requested reservation time – Organizations must always have the Smith Center spaces reserved in order to utilize it for an event
- The reservation process for the Smith Center spaces is facilitated by the CSE – however, the management of events and the coordination of the space is handled directly by the Smith Center staff (email athsched@gwu.edu with questions)
- In the event of a modification/cancellation of a Smith Center reservation, booking party must contact their Smith Center staff coordinator to request the change or email athsched@gwu.edu

*Guidelines for the Smith Center:*

- If you utilize a space within the Smith Center, your organization must stay for the sporting event that follows. In exchange, the incredible spaces are available for no cost to your organization.