Space Overview:
District Downstairs, the B1 and B2 levels of District House offers over 40,000 square feet of student space to GW. The space is comprised of large common areas, dining options, and 9 reservable spaces. The rooms available for reservation offer diverse features to meet the needs of those wishing to host meetings, rehearsals, and small events on campus.

Bookings & Available Options
How to Book Space:
- View specific space features and layouts for B114, B115/B116, B117, B118, B132, B205, B206, and B207 below
- View current availability and request a reservation through our online portal

How to Book Publicity Tools (tabling, display cases, bistro boards, table tents):
- View specific information and policies for District House Publicity Tools below
- Submit a request through our OrgSync portal

District House Space Policies:
In addition to all CSE Reservations policies, which apply to these spaces, the high demand spaces within District House (B132 and B205) also follow the prime time hours policy:
- Organizations may not have more than two bookings in high demand spaces between 5pm and 9pm during any given week

Music in District House Common Areas:
District House is intended to have a social and lively atmosphere – in order to foster this, the CSE plays music through a PA system on the B1 and B2 levels. Music volume is adjusted in the space to be heard throughout the day – including raising the volume at peak building hours and lowering the volume when the space is not as active.

It is our goal to balance the music to always be inviting but not overpowering. Students seeking a quieter place should visit the B2 level, where the music is always kept at a lower volume. If music in either the B1 or B2 level ever seems to be too loud or intrusive, please email csreservations@gwu.edu or visit the House Desk on the B1 level.
During finals weeks the music volume on B1 is reduced and the music on B2 is turned off entirely to provide additional study spaces on campus. Students seeking a silent environment during the rest of the academic year are encouraged to utilize quiet spaces on campus including Gelman and Eckles Libraries.

**District House In-Room Technology:**
*Having issues with District House Technology – [View our troubleshooting guide]*

District House is equipped with standard GW classroom level technology. However, in lieu of having a desktop computer within each space, rooms are equipped with Apple TVs and inputs – allowing all those using the space to bring their own computers.

**AV Systems:** Rooms within District House are controlled via an automated touch pad. These pads allow users to change inputs and turn on and off the AV system. The AV system is scheduled to turn off due to inactivity and at 10pm each night – however, you can easily override this shutdown by tapping the touch pad.

**Apple TV:** District House features Apple TVs connected to TVs and digital projectors. These devices can connect wirelessly to display an Apple device’s screen for presentations. Note that these devices do not connect to Windows or Android devices. However, the CSE does have Apple devices (iPads and Macbook) which are available to check out for use within a reserved space.

**Tech inputs:** District House TVs and digital projectors also feature easy plug and play options for computers via wall and podium mounted outlets. The CSE has HDMI, VGA, and Apple cables to connect devices to these tech inputs to check out for a reserved space.

**District House Spaces:**
**B114**
B114 is a 732 square foot large meeting space with a maximum occupancy of 48 people. Note that this space does have one small column (as shown in layout below). The space is primarily utilized for group meetings and small events.

**Space Features:**
- Carpeted flooring
- 80" LED TV
- HDMI/VGA input plate
- 3 - 6ft tables
- 1 hightop presenter table
- Apple TV
- 35 Chairs
B115/B116
B115 and B116 are small 187 square foot study or group workrooms with maximum occupancies of 12 people each (though comfortably seat 6 people). The two offer the same features and layout. Note that these spaces each have one column (as shown in layouts below). These study rooms are able to be reserved following the same process outlined above, or by simply showing up when the space is available.

Space Features:
- Carpeted flooring
- 1 – 6ft table
- 6 Chairs

B117
B117 is a 877 square foot large meeting space with a maximum occupancy of 58 people. Note that this space does have one column (as shown in layout below). The room is primarily utilized for group meetings and small events.

Space Features:
- Carpeted flooring
- Apple TV
- 8 – 6ft tables
- 1 – hightop presenter table
- 27 Chairs
B118
B118 is a 566 square foot medium sized meeting space with a maximum occupancy of 37 people. Note that this space does have two columns (as shown in layout below). The room is primarily utilized for group meetings and small events. When not in reserved, it will be open as a dinning space for students, faculty, and staff within district house.

Space Features:
- Carpeted flooring
- 60” LED TV
- HDMI/VGA input plate
- Apple TV
- 2 – 6ft tables
- 1 – High top presenter table
- 23 Chairs

B132
B132 is a 1,626 square foot extra-large multipurpose space with a maximum occupancy of 108 people. The room will primarily be utilized for rehearsals, club sport practices, and large group meetings. Please note, food and beverages (other than water) are not permitted within B132.

Space Features:
- Hardwood flooring
- Floor to ceiling mirrors
- Wall mounted dance bars
- Rack mounted integrated audio system
- Two Ceiling mounted digital projectors
- Apple TV
- 2 – 6ft tables
- 80 Chairs (available in the hallway out the far door)
B205

B205 is a 1,393 square foot extra-large meeting space with a maximum occupancy of 92 people. Note that this space does have two medium sized columns and two small columns (as shown in layout below). The room will primarily be utilized for large group meetings and small events.

**Space Features:**
- Carpeted flooring
- Presenter lectern with microphone & HDMI/VGA inputs
- Ceiling mounted digital projector
- Apple TV
- 10 – 5ft folding tables
- 76 Chairs

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B206

B206 is a 463 square foot medium sized meeting space with a maximum occupancy of 30 people. The room will primarily be utilized for group meetings and small events.

**Space Features:**
- Carpeted flooring
- 60” LED TV
- HDMI/VGA input plate
- Apple TV
- 2- 6ft tables
- 1 – high top presenter table
- 12 Chairs
B207 is a 687 square foot large meeting space with a maximum occupancy of 45 people. Note that this space does have one small column (as shown in layout below). The room will primarily be utilized for group meetings and small events.

**Space Features:**
- Carpeted flooring
- 80” LED TV
- HDMI/VGA Input Plate
- Apple TV
- 6 – 6ft tables
- 1 – hightop presenter table
- 28 Chairs

**District House Publicity Tools:**

**Available publicity tool options:**
- **B1 tabling** – 6ft tables are available on the H ST side of the B1 Level (in front of B114) and on the I ST side of the B1 Level (in front of B117)
  - Booking a table is required for use due to limited space within the corridors (see below)
  - While free to use, fees may be charged for: housekeeping (if garbage is left in the space, carpets sullied, etc.) or damages
    - 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
  - Table will be setup for group by CSE Reservations Staff
- **Lobby display cases** – two 2’x3’ display cases are available in the lobby off H ST and I ST
  - Lobby display cases must be reserved ahead of time due to limited space – a maximum of two weeks can be reserved for one event by an organization at a time (see below)
  - *Posters must be no smaller than 11”x14” and no larger than 24”x36” – two copies must be made available (one for each lobby)*
  - Posters must be dropped off at the House Desk on the B1 Level – CSE Reservations staff will post your posters for you and removed them when your reservation expires
**Street level bistro boards** – two bistro boards are available for use in front of the entrance to District Downstairs on the H St and I St sidewalks

- Bistro boards must be reserved ahead of time due to the limited quantity – a maximum of one week can be reserved for one event by an organization at a time (see below)
- Organizations must borrow a board and chalk markers to make their design from the House Desk one day prior to their reservation – remember small text is not helpful (use big bold letters for event name, location, date, time, sponsoring org)
- Once ready to display, give it to the House Desk (on B1 Level) for CSE Reservations staff to put in place on the first day of your reservation – CSE staff will then bring in board after hours

**Table tent signs** – 40 folded tri-sided (A frame) paper tents can be left on tables throughout the B1 and B2 corridors

- Only one organization may have table tents in District Downstairs at any time – you must reserve this promotional tool for your org in advance (see below)
- Table tent designs must be no larger than 4”x6”x3” (for A frame) or 3”x3”x3” (for standing triangle) and no more than 40 may be out at any given time
- Table tents are setup by the reserving organization – bring table tents to District House, check-in with House Desk on the B1 Level and then go about placing your tents on tables throughout B1 & B2
  - Table tents may ONLY be on tables, all other surfaces must be kept clear

**Digital Signage** – 3 TVs are used throughout District Downstairs to promote upcoming University events

- AVAILABLE TO UNIVERSITY DEPARTMENTS ONLY – email jpeg with image sized 1351pxx759px to csereservations@gwu.edu
- Digital signs may only run for two weeks due to demand and our desire to keep no more than 7 slides running at any given time

**Bulletin Boards** – There are 8 bulletin boards throughout District Downstairs where GW community members may post posters

- No reservation is needed, any student or department may simply walk up to any bulletin board and post – non GW community postings will be removed
- Only one poster (no larger than 11”x17”) is allowed per event on each bulletin board – posters in excess of 1 posting will be removed
- Please keep postings classy – CSE reserves the right to remove any poster at anytime

**How to reserve publicity tools:**

- To reserve any publicity tool that needs a reservation (tabling, lobby display cases, bistro boards, table tent signs) use the [District House Publicity Request OrgSync form](mailto:cservpublicity@gwu.edu)
  - Have the date(s), times (if applicable), and event information available when entering the form
  - You must be prepared to upload a graphic for reservations for display cases and table tents
- In order to ensure as many organizations have access to these tools as possible, groups are not able to reserve more than two of the available reservable options at one time
- CSE Reservations will review and respond to these requests in the order in which they were received – The CSE reserves the right to deny requests for any reason at any time