

## CSE Reservations Guidelines for Reservations and Use

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### 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:

- [PHIL B152 and PHIL B156 – Phillips Hall](#)
- [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 From](#)

**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 (with the exception of recurring reservations (see below), which may be requested at a set date the semester before recurring reservations will take place).
  - 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. Additionally, every effort will be made to limit bookings to less than four hours of room use in an effort to ensure equitable access to rooms.
  - 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, the CSE will do everything possible to not alter the booking – if alterations are required groups will be informed in a timely manner.
  - 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.
- **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).



- *During the academic year, Organizations/departments may not have more than two bookings in high demand spaces between 5pm and 9pm during any given week.*
- **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 – external clients are able to utilize CSE spaces for a rental fee.
  - Additional Fees may be charged to any booking party for: cleaning (if garbage is left in the space, carpets sullied, etc.), repeatedly failing to reset the room to the condition it was found, damages, or afterhours reservations at the GW Museum (these reservations are made through the Museum itself).
    - Housekeeping charges (for cleaning/resets) 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, bookings may only be made from 6am-4:30pm Monday through Friday – reservations outside of these hours must be for student programming/events.
- **Student-at-Large Bookings:**
  - Students-at-large may book B115, B116, B118, B206, South Community Room, Shenkman Community Room, and Mitchell Theater - all other spaces must be requested through a student organization or department.
  - While the CSE will attempt to accommodate all requests, bookings that impact a limited number of individuals within larger spaces may be denied due to the need to provide those limited spaces to larger parties.
  - Student-at-large bookings may only be made one at a time – no recurring bookings are permitted
  - The individual who books the space is personally responsible for any fees assessed as a result of housekeeping needs or damages.
- **External Client Bookings:**
  - Individuals, organizations, and businesses external to GW may utilize CSE Reservations spaces for a fee. Please view our External Client Info Sheet for additional information including pricing.
  - In addition to all policies listed in this document, CSE spaces are primarily for students, as such, restrictions are in place to limit academic year (third week of August – second week of May) use to not impact student bookings. Restrictions vary by type of space booked.
    - **District House Tabling** - On average, 3,000 individuals visit District House every day. If an external client wishes to tap into the steady stream of visitors to promote their products or services they may do so by booking a common area table on the B1 level.
      - What we provide: 1 – 6ft table, 2 – chairs, access to electricity.
      - Restrictions: Only one business may table within District House per day.
    - **Meeting and Event Spaces** – CSE Spaces vary in size from small conference rooms for six people to large meeting spaces able to accommodate over 100. All spaces offer wireless internet, in-room technology, and flexible furniture arrangements, making the rooms suitable for a variety of needs. All spaces may have food from any caterer or restaurant. Rooms in District House feature easy access to several popular restaurant options, including Chick-Fil-A, GRK, SOL, Wiseguy Pizza, Beef and Bread, and Peets Coffee. Alcohol is not permitted in these spaces. All of our spaces are conveniently located in the heart of DC and are Metro accessible (Foggy Bottom GWU Station).
      - What we provide: See [District House info sheet](#) for information on amenities/layouts/furniture/technology for each room.
      - What we do not provide: If clients require additional furniture or technology than what is available in the rooms, they are responsible for making arrangements to



**Space Use 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.*
  - Failure to return the room to the condition in which a group finds it may result in a housekeeping fee (see above).
- Organizations and departments must also cleanup and remove any and all garbage from the spaces and deposit it in the provided receptacles.
  - Failure to return the room to the condition in which a group finds it, including not removing garbage, may result in a housekeeping fee (see above).
- Only painters tape may be used to hang anything to any walls.
- The use of glitter, confetti, sand, or the like is strictly prohibitive and will result in Housekeeping charges.
- Open flames are not permitted unless contained within a Sterno-style buffet burner or a glass container.
- If anything is broken or damaged at the start of your booking email [csereservations@gwu.edu](mailto: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.
- 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, typically host major events. Major student organization and departmental events are more suited in more traditional campus event spaces – predominately these spaces are reserved through [Events and Venues in the Marvin Center](#) or the [Mount Vernon Campus Events team](#).
- 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 instructors, 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. All efforts will be made to avoid food/beverage service in 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 (see above).

• **Alcohol in CSE Spaces:**

- No events with alcohol are permitted within CSE Reservations spaces during the academic year.
- Summer events with alcohol may only take place on the B2 level of District House when the booking entity has all three rooms and the common space reserved.
  - Events with alcohol must also follow all policies outlined on the [Health Promotion and Prevention Services website](#).

**Venue Specific Policies:**

**Mitchell Theater** ([view layout and photos](#)):

- 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](mailto: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 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 waives 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 through Health Promotion and Prevention Services and to abide by university alcohol policies.
- If you see something is broken or damaged, immediately inform the Museum Attendant on staff at the





front desk.

**Phillips B152 and B156** ([view layouts and photos](#)):

- These spaces are available from 7pm-10pm Monday-Thursday, 12pm-10pm Friday, 8am-8pm Saturday, and 12pm-10pm Sunday – at all other times, spaces are reserved for classes.
- Only choral, theatrical, and music based organizations may book these spaces – all other groups, including dance troupes are not permitted to use these spaces.
- Podiums within the space may not be moved, however student desks and instructor tables may be moved, under the condition that they be returned to the room layout for classes after use.

**GW Residence Hall Community Spaces (Excluding District House)** ([view layouts and photos](#)):

- 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.

**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](mailto: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](mailto: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.

**District House Common Spaces** ([view layouts and photos](#)):

*PA System Music:*

- 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 [csereservations@gwu.edu](mailto:csereservations@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.

*Posting Policy:*

- Bulletin Boards Only



- District House has 8 bulletin boards for GW Students and University Departments to use for public postings—please ONLY post on these boards, anything posted elsewhere will be removed.
- Students & Departments Only
  - Boards are meant to be used by GW community members to promote to other GW community members. Postings for outside businesses/organizations/individuals will be removed.
- No Billboarding
  - Please limit posting to only one poster (no larger than 11"x17") per bulletin board in the building.
- Keep it Classy
  - Please remember this is a public space—posting should be appropriate for all audiences. The CSE reserves the right to remove any poster at anytime.
- See all available District House publicity tools below.

### CSE Reservations Publicity Tools:

- **Requesting the use of tools:**
  - All requests for any of the tools listed below must be made online through our [Publicity Tool Request form](#) at least two business days in advance of your requested date.
  - For availability and additional inquires about the tools themselves, email [csereservations@gwu.edu](mailto:csereservations@gwu.edu).
  - General posting on District House Bulletin Boards does not require a reservation – see above for posting policy within the District House Common Spaces.
- **District House 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.
  - Table and two chairs will be setup in the assigned location for the group by CSE Reservations Staff.
- **District House Lobby Display Cases:**
  - Two 2'x3' display cases are available in the lobby off H ST and I ST are available to organizations.
  - 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.
  - Posters must be no smaller than 11"x17" 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.
- **District House Street Level Bistro Board:**
  - 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.
  - 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.





- **District House Table Tents:**
  - 40 folded tri-sided (A frame) paper tents can be left on tables throughout the B1 and B2 corridor.
  - Only one organization may have table tents in District Downstairs at any time – you must reserve this promotional tool for your org in advance.
  - 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.
  - Only 5 slides are available to University departments and student organizations at any one time – these are available on a first come, first served basis.
  - Digital signs may only run for two weeks due to demand.
  - 1351px x 759px jpeg images are uploaded to request form and will be posted by building staff.
  
- **Banner Hanging:**
  - There are multiple banner hanging locations, including: the large banner location over the B2 staircase on the H Street side of the building and four banner locations on walls/pillars on the B1 level of the building.
  - Banners must be printed on vinyl, have grommets in the four corners, and be no smaller than 4’W x 2’H and no larger than 5’W x 10’H for the large banner location and exactly 2’Wx3.5’H for the wall/pillar locations.
    - Groups must provide their own banners – all wall/pillar banners must be printed at <https://www.signs.com/banners> with the dimensions/grommets listed above to ensure they fit the hanging locations.
  - Hanging spaces must be reserved in advance and may not exceed two weeks in length.
  - Bring banner to the House Desk the day prior to reservation. Banners may only be hung by building staff in the available reserved space.

## The House Desk

- **Location and Hours:**
  - The House Desk is located across from B114 at the base of the H Street NW B1 staircase.
  - The House Desk is Open: 10:00AM-10:30PM Sunday, 8:30AM-10:30PM Monday-Friday, 10:00AM-3:00PM & 8:00PM-10:30PM Saturday
  
- **Event and Tech Item Check Out:**
  - The following items may be checked out from the House Desk for use within the B1 and B2 levels of District House:
    - Cables (HDMI, VGA, mini Aux, USB 3.0 (webcam), Mac HDMI, Mac VGA, ¾” Aux, Mic, extension);
    - Microphones/mic stands;
    - PA system (speakers, speaker stands, mixer);
    - LED event DJ/stage/up lighting;
    - LCD digital projector;
    - PC Laptop;
    - iPad Mini/charger;
    - Metal stanchions (rope/line control);
    - Table clothes (white rounds, blue and white rectangles);



- Easels and sign holders;
    - Dolly/cart for moving large items;
    - Pipe and drape (staff will assist in setup);
    - Office supplies (pens, stapler, paperclips, blue tape);
    - Cleaning supplies (Clorox wipes, disinfectant spray, Windex, paper towels).
  - To check out items, please have GWorld card and be prepared to provide GWID, email address, and phone number.
  - All items are due 24 hours after checkout (unless otherwise arranged).
    - Bring items back to the House Desk to return them when finished. If no staff are present at the Desk, place the item in the white After Hours Return Mailbox located at the desk.
  - Failure to return items or damage due to misuse will result in the individual who checked out the item being charged for repair or replacement.
- **Event and Tech Support:**
    - The House Desk staff are able to assist with event and technical issues that arise, however with multiple events occurring at the same time it is possible you may need to wait to be served.
      - Please plan ahead to ensure your meeting starts on time by: making your reservation with a buffer time at the beginning and end for setup/tear down, coming early to check out tech/event items, and setting up and test your tech before the meeting starts.
- **Lost and Found:**
    - Items left in any CSE Reservations managed space are brought to the House Desk and inventoried.
    - Items which are deemed as valuable (GWorld cards, wallets, driver's license, computers, phones, etc.) are brought to GWorld located in Phillips Hall. All other items remain at the House Desk.
    - Items at the House Desk will be kept for one semester. At the end of the semester all items are donated to charity.