



The Potomac Science Center General Information for Event Reservations: Internal and Jointly Organized Events

By requesting space at the Potomac Science Center, you agree that you have read and understand the following policies and procedures regarding the event scheduling process. Please keep a copy of your request and subsequent confirmation for your records.

Contact Information:

The Potomac Science Center
Office of Events Management
650 Mason Ferry Avenue
Woodbridge, VA 22191

Email: pscevent@gmu.edu
703-993-7107

Building Hours:

Monday – Friday 9:00 am – 5:00 pm

*** An early open request can be made through the Potomac Science Center Office of Events Management. There is an additional charge.*

Event Definition and Classification

An event is defined as a meeting, conference, presentation, gathering, or other activity in any location on George Mason University's campuses and regional sites, excluding academic classes and routine internal departmental activities.

Events organized by internal clients will be categorized as *Internal* and events by internal clients in collaboration with an external organization will be categorized as *Jointly Organized*.

Internal Event

An Internal event is defined as an event organized solely by a George Mason University department, office, or registered student organization for the benefit of University faculty, staff, students, and prospective students. This also includes fundraisers held on University property by registered student organizations.

Example: "Alumni Relations Annual Retreat"

Audience: Office of Alumni Relations

Organized by: Alumni Relations

Outside Organization Participation? No

Jointly Organized Event

A Jointly Organized event involves a George Mason University department, office, unit, division working in collaboration with an external organization.

The following criteria must be met to be categorized as a Jointly Organized event:

- The purpose and content of the event must be relative and consistent with the mission of the University and relative to the mission and goals of the University department.
- The University client must complete a Discount Request Form for Jointly Organized Events, obtain the appropriate signatures, and returned completed form to: eventsst@gmu.edu for approval. If form is not completed, the event will be charged as an External event and external rates will be charged.

- The University client must make all the arrangements, assume all financial responsibility to ensure other vendors are paid for their services, and shall attend the event in order to qualify for the discount.
- External organizations when collaborating with the University shall be required to enter into a formal contract (event agreement) with the University for use of space.
- A University organization code is required to reserve a Jointly Organized event
- The University client is responsible for ensuring the Mason name and any branded material/ promotional items distributed by the external client pursuant to Mason branding requirements.

Example: “Native Plant Symposium”

Audience: Public

Organized by: Office of Sustainability in collaboration with Northern Virginia Plant Association

Outside Organization Participation? Yes

Certificate of Insurance: All organization/users who organize or host events on George Mason University campuses and regional sites, even when collaborating with the University, are required to carry insurance. Clients/Users must provide evidence of such coverage (Certificate of Insurance) to the Potomac Science Center Office of Events Management no less than one week prior to the event start. If you are partnering with an organization not insured, they can purchase event insurance from here: <https://tulip.ajg.com/>.

Accommodations Overview

The Potomac Science Center, located on the beautiful Belmont Bay, Woodbridge, VA, has several options for event space rental. Accommodating up to 112 people, the Multipurpose Room features flexible seating with the options of rounds, lecture, or theater style. Directly adjacent is the Pre-Function Lobby Area, a large, open area surrounded by windows and incredible views creating a fantastic greeting, registration, or cocktail reception area making this duo a premier event space.

The Exhibit Gallery, located downstairs, is a large, open area with a grand staircase and surrounded by windows with incredible views, creating a unique space for intimate gatherings.

The Lecture Hall has flexible seating perfect for group trainings, breakout sessions, meetings, and can accommodate 36 people seated classroom-style.

The Conference Room accommodates up to 10 people and is perfect for small, private meetings.

Several outdoor spaces are available as well, including outdoor patios and an amphitheater.

The availability of classrooms depends on the academic calendar. Please note that all classroom requests (M-F for space during Spring and Fall terms cannot be processed until after the late add period has passed for that specific term. Requests for Summer Term spaces will be processed as soon as permitted by the Summer Term office, usually after the first week of April.

Requesting Space

- Internal requests for classrooms require at least five business days’ notice.
- Any event that occurs in a major event space (Multipurpose Room and Pre-Function Lobby, Exhibit Gallery, Lecture Hall, amphitheater, outdoor patios) requires at least 30 days’ notice.
- Any event needing installation of software requires at least 14 business days’ notice.
- Any outdoor events that require amplified sound of any level (bullhorn, microphone/speaker, full band, movie, etc.) will need to be reviewed by the Potomac Science Center Office of Events Management. Coordination of services will need to be organized well in advance. Requests for outdoor amplified sound must be placed at least 60 days in advance.

Event spaces

The Multipurpose Room and Pre-Function Lobby, Exhibit Gallery, Lecture Hall, Conference Room, amphitheater, and outdoor patios may be booked three years in advance for George Mason University faculty, staff, and students.

*** Please note that if reservation deadlines are not met, Mason has the right to deny any AV support, equipment, or setup change.*

Internal meetings or event requests for the Potomac Science Center must be made through the 25LIVE scheduling system. For use and to gain access to 25LIVE, faculty and staff must request a new user account and attend the training session. Please contact pscevent@gmu.edu for registration information. A University organization code is required to confirm all reservations. Do not advertise for your event without written confirmation of your reservation from the Potomac Science Center Office of Events Management.

For a Jointly Organized event, a Mason representative with 25LIVE access must make the request in 25LIVE and indicate in the form that they are partnering with an external organization. Once the request has been processed, the Mason representative must complete and return the [Discount Request Form for Jointly Organized Events](#). Finally, the Potomac Science Center Office of Events Management will provide the partner organization with an Event Agreement which must be signed and returned with a Certificate of Insurance.

Event Support Services

The Office of Events Management team can provide tables and chairs for your event in a variety of configurations depending on your event need. Basic needs, such as easels and pads to an event requiring special equipment including a portable stage or directional signage, are available upon request. Black tablecloths/skirting for tables and high-top tables, accompanied with up-lighting, can be provided for non-catered events only.

Our event spaces are furnished with state-of-the-art in room or portable audiovisual systems and equipment. During your event our tech assistants will be present to help you with all of your A/V needs including sound, presentations, panels, audio/visual recording.

For a full list of resources, technology and fees for our event spaces, please visit our website or inquire with the Potomac Science Center Site Coordinator at 703-993-7107.

Classroom Technologies supports all audio-visual requests in classroom spaces at the Potomac Science Center. Please call 703-993-8499 for classroom-specific requests. Tech and equipment fees may apply.

Catering Services

All groups hosting events on campus or regional site where food is being served must be prepared by a Mason approved, licensed, and insured caterer. Approved caterers, including Chartwells on campus catering-Crafted 1972, the University's catering service, are listed on the [George Mason University, Auxiliary and Business Services, Approved Caterers website](#). If your caterer is not on the approved list, follow the instructions to have them approved.

The Potomac Science Center Office of Events Management, does NOT provide linens or tablecloths for catered events. Any linens must be requested through the client's approved caterer of choice or a third party.

Catering is organized as a separate bill and is the responsibility of the internal client and Mason approved caterer.

All alcohol served on campus must be served by a Mason approved caterer with the appropriate ABC liquor license. Location of the event with alcohol requires approval in advance. Events with alcohol are required to have police present.

To begin a consultation with the Special Events Officer, please complete the [Special Events Staffing/Police Request Form](#). Mason Police will evaluate your event and determine staffing of safety personnel based on the details provided.

Parking

A parking garage is available on site free of charge and no permit is required.

Billing

Internal and Jointly Organized events are given a discounted rate and will be billed to the University organization code provided during the reservation process. All Internal events will be billed for labor, housekeeping, audio/visual needs, and additional services requested by the University client and as determined by the Potomac Science Center Office of Events Management.

Internal and Jointly Organized clients will receive an email reminder from the Potomac Science Center Office of Events Management 6-8 weeks prior to the scheduled event. At that time the Office of Events Management will contact you to finalize the details of your event. After a walk through is conducted, an estimated invoice will be provided to you, outlining the costs associated with your event.

Event invoices can be paid by company check, credit card (Visa/Master Card), or money order.

The Potomac Science Center Office of Events Management does NOT accept cash.

Estimated invoices are sent to the Point of Contact for the event listed on the initial event request form during the planning process. A final invoice will be sent within one month of the completion of the event.

Full payment is due within 30 days of invoice billing.

Jointly Organized events will receive a discounted rate from the standard external rates. Please see the rate sheets listed on our website for a full list of rates.

By requesting space at the Potomac Science Center, you agree that you have read and understand the policies and procedures regarding the event scheduling process as listed above. Please keep a copy of your request and subsequent confirmation and documents for your records.

Cancellation Policy

- Cancellations of events must be submitted at least two weeks prior to the actual date of the event.
- Should the event be canceled less than two weeks prior to the actual event date, the client will be charged for all staffing fees associated with the event.
- If you are working with an external client who is paying for the event directly and the event is canceled less than two weeks before the actual event date, George Mason University reserves the right to charge the external client 75% of the estimated invoice and shall retain any deposit received.

For information on the University's scheduling policy, see [University Policy 1103](#).