



## The Potomac Science Center General Information for Event Reservations: External 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](mailto: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 clients outside of the University will be categorized as External.

### Accommodations Overview

The Potomac Science Center, located on the beautiful Belmont Bay, Woodbridge, VA, has several options for event space rental. Accommodating up to 100 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 also 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, including outdoor patios and 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 Summer Term office (usually after the first week of April).

## Requesting Space

- External requests for classrooms require at least ten 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

All non-Mason requests (external clients) for event spaces can be scheduled up to two years in advance.

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

External clients can request event space via our [Potomac Science Center External Event Reservation Request Form](#). In order to confirm reservations, a signed contract, a Certificate of Insurance, and a 20% non-refundable deposit is required.

*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, event insurance can be purchased from here: <https://tulip.ajg.com/>.

Please do not advertise for your event without written confirmation of your reservations from the Potomac Science Center Office of Events Management.

## Event Support Services

The Potomac Science Center Office of Events Management can provide tables and chairs for your event in a variety of configurations depending on your event need. Basic needs, from 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.

## 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 , are listed on the [George Mason University, Operations & 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 external client and Mason approved caterer.

### **Alcohol**

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**

All External Events will be billed for space rental, audio-visual equipment, additional event resources, labor, housekeeping, and additional services requested by the client and as determined by the Potomac Science Center Site Coordinator.

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.

“Late Add” events include any events scheduled within 30 days or less before the date of the event. Late Add events require an upfront total payment. There are no refunds for cancellations of these Late Add events.

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.

### **The Facility**

The Potomac Science Center is located along Belmont Bay. As an environmental science and research facility, we are committed to minimizing the impact we have on the native inhabitants. We maintain grounds and building with the least impact to the environment as possible. Therefore, we do not spray insecticides in or around the building. Please know that nature may be a part of your event.

We need to make it clear that the Potomac Science Center is responsible for maintaining the general condition of the exterior and grounds, but any “special” or detailed cleaning—especially in preparation for events would need to be arranged and paid for by the client.

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 cancelled less than two weeks prior the actual event date, George Mason University reserves the right to charge the client 75% of the Client's Estimated Invoice and shall retain any deposit received.

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