



George Mason University's Potomac Science Center welcomes academic departments, government agencies, businesses, community, and non-profit organizations to host events at our spacious, state-of-the-art facility located on the beautiful Belmont Bay. We have the right mix of staff, equipment, space, and catering services to meet your event needs. Our facility includes:

- ◆ Multipurpose Room & Pre-Function Lobby Area accommodating up to 112 people with options for rounds, lecture, or theater style seating.
- ◆ Exhibit Gallery, Amphitheater, and outdoor patios for receptions and outdoor events
- ◆ Lecture Hall, Conference Room, and Classroom for smaller groups

Internal Client Rental Fees (Per day)

Rates reflected are from July 1, 2023—June 30, 2024. Rates subject to change based on availability.

Multipurpose Room and Pre-Function Lobby, (including set-up fee and equipment: LCD projector, laptop, podium mic)	\$ 150
Multipurpose Room and Pre-Function Lobby, <i>no technology</i>	\$ ---
Lecture Hall (including set-up fee and equipment: LCD projector, laptop, podium mic)	\$ 150
Lecture Hall, <i>no technology</i>	\$ ---
Conference Room (including set-up fee and equipment: 50" display, laptop)	\$ 87
Conference Room, <i>no technology</i>	\$ ---
Exhibit Gallery (including set-up fee)	\$ 50
Exhibit Gallery, <i>no technology</i>	\$ ---
Outdoor Patio, <i>rental fee only. Set up fees dependent on event needs.</i>	\$ ---

Staffing Charges

Live Streaming & Virtual Events

Event Staff (per hour—3 hour minimum)	\$ 16.50
Classroom Tech (per hour—2 hour min.)	\$ 40
Housekeeping fee	Direct
Police officer (per hour—3 hour min.) Required when alcohol is being served	\$ 30
Access to building (before 7am or after 11pm)	\$ 40

Live Streaming \$80/hour (2 hour min.) includes: 2 cameras, laptop, microphone	\$ 80
Streaming Services (Zoom, etc.)	Contact
Video Conference available in Lecture Hall (additional fee to A/V package)	\$ 150

Additional Resources (Tech.)

Additional Resources

Laptop	\$ 25
Microphone, wireless or lapel	\$ 40
Microphone, wired	\$ 40
Mixer (16 channel)	\$ 40
LCD Projector	\$ 30
Audio output to External Recording Device	\$ 25
Press Box	\$ 25
Portable Sound System (one speaker/mic)	\$ 80
Portable 70" TV Display	\$ 37.50
Direct Box	\$ 10

Easel	\$ 2.50
Post-It pad	\$ 22.50
Posters	\$ 15
Pipe and drape (per section)	\$ 15
Uplights (per light)	\$ 10

Discounted rates are available to non-profit organizations and local government agencies.

Please contact PSC Site Coordinator at (703) 993-7107 for additional questions and information. Payment methods accepted are check, Visa/Mastercard, and money order. Parking is available in the adjacent parking garage.

George Mason University, Potomac Science Center • Office of Events Management
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