Booking Space on Campus

This guide will walk you through how to book or reserve space on campus for your organization. The process for booking space is dependent on where you wish to host your event/meeting/rehearsal/practice/etc. Select the venue below you wish to book to see the process for that space:

- Academic buildings (classroom/lecture hall spaces)
- Alumni House
- Betts Theater
- District House
- Jack Morton Auditorium
- Lisner Auditorium
- Marvin Center
- Mitchell Theater
- Mount Vernon Campus
- Multicultural Student Services Center
- GW Museum & Textile Museum
- Outdoor Space
- Shenkman or South Community Room
- Smith Center
- Tabling/Publicity (indoors and outdoors)
- 1957 E Street (City View Room & State Room)

**Academic Spaces:**
Academic Spaces include all spaces within academic buildings on campus with the exception of the Science and Engineering Hall event spaces, SMPA reception areas/Jack Morton Auditorium, and the City View/State Room in the Elliott School.

Academic Scheduling spaces are booked via their reservations portal EMS. To have booking privileges, you must be listed as an officer or admin for your organization in OrgSync. There are no limits set on the number of officers an organization can list, and therefore as many people as you need may become schedulers for Academic Scheduling. A full guide on how to update officers within OrgSync is available within the How to Transition or Update Officers in OrgSync step-by-step guide.

Once officers are updated in your OrgSync portal, they will be uploaded into the EMS reservations portal. (This usually takes 1-2 weeks to complete.) Once uploaded, your officers will be able to login to EMS using their NetID and password. In the event that an officer who has been listed for more than two weeks in OrgSync cannot login to EMS, contactorghelp@gwu.edu for assistance.

**CSE Reservations:**
The Center for Student Engagement manages District House, Mitchell Theater, South and Shenkman Community Rooms, and coordinates student organization bookings within the Smith Center and the GW Museum.
Requests are submitted through the CSE reservations portal. To see full policy information, space layouts, and event planning resources visit go.gwu.edu/csereservations.

When using the CSE Reservations portal for the first time, you will need to create an account using your GWU email address and a password of your choice. Any student may create an account within the CSE Reservations portal.

Once in the system, select the date, time, attendee count, and desired spaces to complete a search for what is available. Only available rooms will show up in your search results. You may also select “Booking Calendar” to view availability. Within results, please select only the space you need.

**Re-Occurring Bookings:** If you wish to submit a request for multiple days/times/locations all under the same event name (i.e. Weekly Meetings/rehearsals, Conferences, etc.), you are able to do so.

- **To book multiple spaces:** Press and hold the Control key and click the rooms you wish to book from the list of available spaces
  - Please note: groups are not permitted more than 3 spaces for any event without an exception
- **To book multiple days:** After you select your spaces you will be prompted to complete your request form. On the top of that form under Event Title and Attendees, select “Search For More Available Spaces” and enter a new date/time/location to select another day.
  - This process can be completed as many times as needed
  - Please note: groups may only book two high demand spaces (B132, B205, Mitchell Theater) per week during Prime Time Hours (5pm-9pm)

**GW Museum & Textile Museum and Smith Center:**
While coordinated by CSE Reservations, these spaces are managed by their respective building staffs. To make a booking in either space, review the requirements, see availability, and make requests to book, select the space below:

- GW Museum
- Smith Center

**Events and Venues:**
Events and Venues spaces include the Marvin Center, Lisner Auditorium, Betts Theater, 1957 E Street (the City View Room & State Room), Alumni House, and all outdoor event spaces. Student organizations can submit reservations through the Events and Venues website—only students listed as authorized schedulers for your group will be able to log into and make bookings using the Events and Venues Website. Up to three (3) students from each organization may be designated by the group as authorized schedulers. To designate individuals for your group as authorized schedulers follow these simple steps:

1. Have an officer or administrator for your organization login to OrgSync and navigate to your organization’s portal. Then select “Forms” from the bar menu immediately underneath the name of your organization.

2. Within the Forms page of your portal, select Events & Venus Student Organization Authorized Scheduler Request” form. Most organizations will find this form as the first in the list of available forms, but if not, you may also use the search bar at the top to search for “Authorized Scheduler.”
3. Once in the form, fill it out with the three names of the student members you wish to be schedulers for the current semester.
   a. These three people will be the only three who will be able to schedule for your org with Events and Venues and they can only be changed once in a semester.
   b. Every time you submit this form, enter ALL of the individuals you wish to be schedulers (even if they already are a scheduler for your org).
4. Once submitted, the form will be reviewed by Events and Venues and those listed as schedulers will be contacted with instructions on how to login to their scheduling system (usually within 3-4 business days).

**Lisner Auditorium:**
While Lisner is booked through Events and Venues, it has specific booking policies which are different than the rest of Events and Venues spaces. Student organizations wishing to utilize Lisner must visit the Lisner website, complete the Rental Application for Student Organizations, and email it to Lisner staff at lammers@gwu.edu.

**Multicultural Student Services Center:**
The MSSC offers meeting and events spaces within the building and are always excited to open their doors to student organizations. To request spaces within the MSSC, complete their Google Form. Spaces and their capacities appear on the request form.

**Mount Vernon Campus:**
Mount Vernon Campus Events and Venues manages all spaces on the campus including academic buildings. To see additional information about the variety of campus spaces visit the Mount Vernon Campus Events webpage.

Requests to book space are submitted through the Mount Vernon Events Request Portal. Please note: you will need to be an authorized scheduler for Events and Venues in order to complete this form on behalf of your organization – see the Events and Venues section above for details on how to become an Authorized Scheduler for your group.

**Tabling/Publicity:**
Tabling by student organizations are a popular way to reach out to the GW community and promote upcoming events. The location of the table determines how to book the space.
- **District House tabling** is booked using the Publicity Tool Request form available on the CSE Reservations website.
- **Marvin Center and outdoor tabling** are booked through Events and Venues – Select “Table Space” from the request forms section of the Events and Venues website.

Other passive publicity tools exist as well and are also able to be booked online. See available options and how to book them below:
- **District House Publicity tools (including display cases, table tents, bistro boards, and banner space)** are booked using the Publicity Tool Request form available on the CSE Reservations website.
- **Marvin Center Banner space** is booked through Events and Venues – Select “Banner Space” from the request forms section of the Events and Venues website.