Event Protocols & Procedures for Ross Hall
GWU School of Medicine and Health Sciences (SMHS)

Purpose Statement: The purpose of this Event Protocols and Procedures document is to provide each client with the information necessary to request special arrangements for any events/meetings occurring within Ross Hall.

1. **The Reservation Process**
   - **a.** Requesting a Space Reserved through Classroom Services
     - i. To reserve a classroom or meeting space that is scheduled by SMHS Academic Scheduling department, please visit the School of Medicine and Health Sciences (SMHS) Classroom Services/Academic Scheduling on their website
       1. Website**:** https://smhs.gwu.edu/resourcemanagement/classroomservices
   - **b.** Requesting Non Classroom Event Spaces
     - i. To schedule the following event spaces, please visit SMHS Events Management website at: https://resourcemanagement.smhs.gwu.edu/services/event-management

       Requests must be made at least 10 business days prior to the anticipated event date.
       1. Event Spaces include:
          - a. The Ross Hall Courtyard (for SMHS only)
          - b. The Ross Hall Main Lobby
          - c. The Weingold Executive Conference Center
          - d. Student Lounge (Only student Activities)
   - **c.** Priority-Basis Scheduling
     - i. All scheduling for events/meetings within Ross Hall is done on a Priority-Basis. SMHS is given priority for reservations within Ross Hall. All other space requests

will be considered on a secondary basis and is scheduled according to room availability.

d. Late Requests:

i. Requests made fewer than 10 business days prior to the anticipated event date will be reviewed at the events office's discretion.

ii. Requests made via email, phone, or in person will not be honored and those making the request will be directed to complete the online request form.

e. Technical Support

i. Most event spaces come fully-equipped with basic technology support to include a projector, screen, in-room computer, monitor, and a microphone. AV items should be listed in your event request and discussed with your assigned event planner. If additional items are needed outside of SMHS's inventory, extra fees may apply.

f. Room furniture

- All rooms and venues located within Ross Hall are to be used as is.
  - i. No furniture can be removed or added to any rooms without the Events Coordinator's official permission. Proper notification is a must.
  - ii. If there is a desire to have a room or venue cleared out of its furniture, there are associated charges that can range anywhere from $250-$1,000 for professional movers.
  - iii. Damages and injuries that occur as a result of guests or clients moving furniture are the sole responsibility and liability of the client hosting the event. If clients need to modify the set-up of a room, they should speak with their assigned event planner.

g. Housekeeping

i. If your event space is found messy prior to your event please contact the SMHS events office. Turnover of rooms and trash receptacles are automatically requested via event services for events lasting more than an hour or with food and beverage service. Housekeeping services are approximately $28.00/hour with a 2-hour minimum.

2. Filling out Reservation Request Forms

a. Request Forms

1. To request the Weingold Executive Conference Room, please click here.
2. For all other requests, including any table and/or chair setups, please click here.

b. Approval to Hold an Event

Submission of an event request is not an automatic approval to host an event at SMHS. A follow-up to your request will be made by the events office for further

details or to schedule a meeting. After learning more about the proposed event, the events office will determine if it approves or denies the request.

3. **Meeting with Events Office**
   - **a.** After reviewing the request and determining if there is a chance that SMHS can accommodate it, the events office will meet with the requesting department or student groups. The representatives from the department or group must be able to provide information about the event and its needs, regardless of their role in planning the event. At the meeting the event planner will need to know
     - i. proposed agenda or timeline for the event
     - ii. venue/furniture set-up (if applicable)
     - iii. Catering needs
     - iv. Final approval to host an event in Ross Hall will be made by the events office through the event order. No other forms of approval will be honored.
4. **Food/Catering Policies**
   - **a**. Catering
     - i. It is highly encouraged that all events/meetings occurring in Ross Hall utilize the catering services of the GW SMHS Bistro (located on the 1st floor of Ross Hall). However, there are no restrictions regarding which catering companies can/cannot be utilized for any events occurring within Ross Hall.
     - ii. All contract details regarding the catering for an event/meeting is the sole responsibility and jurisdiction of the event's Point of Contact.
     - iii. The use of open-flame food warmers are prohibited due to fire code and safety reasons.
     - iv. For all events/meetings requiring a catering-prep area, please contact the event planner in the Office of Resource Management and Operations.
     - v. Deliveries of large items must be made through the 24th Street and H St. entrance of the building. Contact your event planner for access.
     - vi. Ross Hall building has no storage space for events. Please make alternative plans if you need to store items before or after an event.
5. **After-Hour Event Policies**
   - **a.** All events occurring on Saturdays, Sundays, and weekdays after 5p.m. are considered After-Hour Events.
   - **b.** Audio/Visual Needs →Additional charges may apply.
   - **c.** Housekeeping → Housekeeping staff must be assigned to all after-hour events.

6. **Building Access for Event/Meeting Attendees**
   - **a.** Identification
     - i. Ross Hall is a secured building. All persons entering the building must have proper identification.
       1. All GWU-affiliated persons should scan and show their GWorld card to the security staff upon entering the building.
       2. All non-GW affiliated guests must show government-issued identification and be formally signed in by the security staff upon entering the building.
       3. After signing in, all non-GW guests must be escorted by a GW-affiliated person to their event/meeting venue.
   - **b.** Events with Non-GWU Affiliated Guests
     - i. A list of all non-GWU affiliated event attendees must be submitted to rosshallevents@gwu.edu, no later than 48 hours prior to date of the event.
       1. Visitor Badges are created for each outside attendee and must be worn at all times while in the building.
       2. For events with more than 10 non-GWU affiliated attendees, a registration table is required and will be set up across from the security desk in the Ross Hall Main Lobby.
       3. The point of contact (or associated colleagues) will be responsible for picking up the pre-made Visitor Badges from event planner, and also must check in each one of their attendees after they pass through the normal Security desk.
   - **c.** Emergency Procedures
     - i. Hosts should make themselves aware of all fire exits and adhere to standard emergency procedures.
     - ii. Whenever possible, the host will be updated by the SMHS events office of any known emergencies and event staff will assist in guiding guests to safety.
     - iii. Hosts and guests should follow any directions given by GWPD and the emergency team during emergencies.
7. **Event Cancellations and Changes**

   a. If at any point, an event is canceled or the event needs change, please notify the Events planner at rosshallevents@gwu.edu immediately to cancel/edit the Work Request.
8. **Prohibited Items**
   - **a**. The following items are prohibited within Ross Hall. This list is not exclusive and the events office reserves the right to prohibit additional items that may be found inappropriate.
     - i. Glitter/confetti
     - ii. Stovetops

iii. Weapons, projectiles and firearms, or anything that resembles such items

iv. Live animals (service animals are allowed)

v. Hazardous chemicals or materials vi.

Artificial noise makers (e.g. horns, whistles)

Signage and Decorations

Written approval must be obtained from an assigned event planner before adding any decorations to an event space. Any organization found in violation of this will be responsible for any damages.

Use of adhesive items: Pinning, taping or otherwise affixing items to fixtures, walls, windows or furniture is not permitted.

Prohibited decorations: Candles and any other sources of open flame or heat are strictly prohibited without written permission from the SMHS events office. Helium balloons, confetti, glitter, sand and other similar materials are also prohibited.

Signs: You may use signs to help guests locate your event inside the building. They must be able to stand alone or with free-standing easels and cannot be taped, pinned or affixed to any walls, ceilings or floors. Signs should not obstruct passage from doorways, elevators, stairwells, walkways, restrooms or emergency exit pathways.