

Event Protocols & Procedures for Ross Hall: GWU School of Medicine and Health Sciences

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 within Ross Hall, please contact the School of Medicine and Health Sciences (SMHS) Classroom Services on their website, or by email to secure the venue.
 1. Website: <https://smhs.gwu.edu/resourcemanagement/classroom-services>
 2. Email: smhsclassrooms@gwu.edu
- b. Requesting Event Spaces
 - i. To schedule the following event spaces, please contact the Event Coordinator at rosshallevents@gwu.edu. All requests should be formally submitted through a Work Request Form.
 1. Event Spaces include:
 - a. The Ross Hall Courtyard (for SMHS only)
 - b. The Ross Hall Main Lobby
 - c. The 1st floor elevator area
 - d. The Weingold Executive Conference Center
- 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. Room furniture
 - i. All rooms and venues located within Ross Hall are to be used as is.
 - ii. No furniture can be removed or added to any rooms without the Events Coordinator's official permission. Proper notification is a must.
 - iii. If there is a desire to have a room or venue cleared out of its furniture, there are associated charges that can range anywhere between \$500-1,000 for professional movers.

2. Filling out Request Forms

- a. Work Request Forms
 - i. To complete a Work Request Form, please click on link below:
 - 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](#).

3. Requesting Special Arrangements

- a. To request special arrangements (such as skirted tables, additional chairs, garbage cans, etc.), a Work Request Form must be submitted to the Events Coordinator in the Office of Resource Management Department at least 48 hours prior to the event occurrence.
- b. Audio/Visual Needs
 - i. All audio/visual needs must be communicated directly to Classroom Services.

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 Bistro (located on the 2nd 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 strongly discouraged due to fire code and safety reasons.
 - iv. For all events/meetings requiring a catering-prep area, please contact the Events Coordinator in the Office of Resource Management and Operations.

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. Trash → Subject to housekeeping charges.

6. Building Access for Event/Meeting Attendees

- a. Identification
 - i. 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.
 - a. 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 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 Coordinator, and also must check in each one of their attendees after they pass through the normal Security desk.

7. Event Cancellations and Changes

- a. If at any point, an event is canceled or the event needs change, please notify the Events Coordinator at rosshallevts@gwu.edu immediately to cancel/edit the Work Request.