



GEORGETOWN UNIVERSITY
School of Continuing Studies

640 Massachusetts Avenue Space Rental Rates

Space	Capacity	9-5pm	5pm+ later	Seating/Notes
Room 104 - Auditorium	125	\$300/hour	\$400/hour	Auditorium style
Classroom 103 A/B	60-80	\$300/hour	\$400/hour	Moveable tables/chairs
Standard Classroom - semester basis/15 weeks	25-30	n/a	n/a	Moveable tables/chairs
Standard Classroom - one-time request	25-30	\$150/hour	n/a	Moveable tables/chairs
Classroom C204	48	\$200/hour	n/a	Built in tables/chairs
Conference Room VTC add-on	20	\$100/hour \$25/hour	\$150/hour \$25/hour	Conference table/chairs
Roaming Microphones	n/a	\$150	n/a	Flat fee for the use of roaming mics *
Rooms 201/204 - Conference Room and Private Lounge VTC add-on	20	\$150/hour \$25/hour	n/a n/a	Conference table/chairs
Level 2 Overlook	75	\$600/event		Flexible reception space
Level 1 Registration Space	n/a	\$300/event		Space can be used for event check-in
Level C1	50-70	*See below	n/a	Flexible reception space
Level C2 Atrium	50-250	*See below	n/a	Flexible reception space

* Contact SCS to discuss rate details based on event

Additional Fees		
Fee	Rate	Notes
Cleaning	\$150	Cleaning fee will be charged if rooms are not left as originally found and appropriately cleaned up after event.

Additional Notes
<ul style="list-style-type: none"> • All spaces must be rented for a minimum of four (4) hours • Deposit <ul style="list-style-type: none"> ○ A twenty percent (20%) deposit is due at the time of confirmation from SCS that the space has been reserved for the event. ○ Deposits are refundable after inspection of the facilities; interest is not paid on deposits. ○ See Sections 19 and 20 for authorized charges against deposits. ○ Cancellations: Deposits will be refunded for cancellations received at least four (4) weeks in advance of the event; otherwise, the deposit is nonrefundable. • Payment <ul style="list-style-type: none"> ○ Payment in full is due two weeks prior to the event.