



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	25-30	\$150/hour	n/a	Moveable tables/chairs
Classroom C228	36	\$200/hour	n/a	Moveable tables/chairs
Classroom C204	48	\$200/hour	n/a	Built in tables/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 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.
A/V Setup and Support	\$150	Flat fee for the use of A/V setup and support
Roaming Microphones	\$150	Flat fee for the use of roaming mics (2)

Additional Notes
<p>All spaces must be rented for a minimum of four (4) hours</p> <p>Cancellations: Please notify SCS immediately if event is cancelled. If cancellation occurs at or within two weeks of event, no refund will be issued.</p> <p>Payment: Payment in full is due two weeks prior to the event. Acceptable forms of payment include check (made payable to Georgetown University), credit card or internal JV (for GU departments only).</p>