



GEORGETOWN UNIVERSITY  
School of Continuing Studies

## 640 Massachusetts Avenue Space Rental Rates

Space	Capacity	9-5pm	Seating/Notes
Room 104 - Auditorium	125	\$300/hour	Auditorium style
Classroom 103 A/B	60-80	\$300/hour	Moveable tables/chairs
Standard Classroom	25-30	\$150/hour	Moveable tables/chairs
Classroom C228	36	\$200/hour	Moveable tables/chairs
Classroom C204	48	\$200/hour	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

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>All food and beverage (for groups that have more than 50 attendees) must be set up in the Atrium, located on floor C2. The Atrium is a shared space and must be available to all guests, students and faculty.</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> <p>Please note that due to a heavy programming schedule, we are unable to rent space in the evenings (past 5pm) or on Saturdays. All rentals must be within the hours of 8am – 5pm, M-F. The facility is closed on Sundays and all Federal Holidays.</p>