



GEORGETOWN UNIVERSITY  
School of Continuing Studies

### Georgetown University School of Continuing Studies (SCS) 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 plus sales tax at 6%		Cleaning fee will be charged if rooms are not left as originally found and appropriately cleaned up after event.
AV Support	Fee will be assessed based on AV needs		
Additional Notes			
<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>Payment: Payment in full is due two weeks prior to the event. Acceptable forms of payment include check (made payable to Georgetown University) or credit card.</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>			