



## Game Room Rental Agreement

THIS RESERVATION REQUEST IS NOT CONFIRMED UNTIL THE FORM IS COMPLETED, SIGNED BY THE REQUESTING ORGANIZATION, APPROVED BY STUDENT CENTERS (JOHNSON CENTER, ROOM 324) AND PAYMENT OR APPROPRIATE PAYMENT APPROVAL FORM IS RECEIVED.

### GMU ORGANIZATION AND DEPARTMENT RATES

\$45/hour, 2 hour minimum

\$60/hour between 11am & 6pm and 11pm & 1am, 2 hour minimum

### GMU AFFILIATE RATES

\$90/hour, 2 hour minimum

\$120/hour between 11am & 6pm and 11pm & 1am, 2 hour minimum

**Form of Payment:** ☐ Cash ☐ Personal/Organization Check ☐ Journal Voucher  
☐ Check Request ☐ Direct Charge: Index # \_\_\_\_\_

Returned Checks are subject to a \$20 charge.

### ORGANIZATIONAL INFORMATION

Name of sponsoring organization \_\_\_\_\_  
Person making reservation \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

### FACILITY AND PROGRAM INFORMATION

Date(s) of Event \_\_\_\_\_  
Event Set Up Time \_\_\_\_\_  
Event Start \_\_\_\_\_ End Time \_\_\_\_\_  
Title and Description of Event \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Audience (Check all that apply)

☐ Campus Community ☐ Student ☐ General Public  
☐ Faculty/Staff ☐ Non-University ☐ Admission Fee: Charge \$ \_\_\_\_\_

Will any food be served? ☐ YES ☐ NO Type of Meal: ☐ Pizza ☐ Snacks ☐ Reception

Catered by: ☐ Marriott ☐ Approved Caterer

Will alcohol be served? ☐ YES ☐ NO If YES, please provide copy of flyer or advertisement.

I agree to commit the organization represented for the event charges and charges related to any damages to the reserved facilities during the reservation. **If I have provided an Index Number for Direct Charge, I authorize the payment from the organization/departments account and have authority to do so.** I also understand that materials may not be posted on any painted surfaces in this facility.

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

#### FOR OFFICE USE

☐ Request Approved ☐ Request Denied

Total Charge: \$ \_\_\_\_\_

Event Authorization Signature \_\_\_\_\_ Date \_\_\_\_\_