



ARLINGTON AFFILIATE USE OF EVENT SPACE AT GEORGE MASON UNIVERSITY ARLINGTON CAMPUS

The Arlington Affiliate User program is offered through an agreement between Arlington County – administered by Arlington Economic Development (AED) - and George Mason University (Mason). To be considered for affiliate status for their event, not-for-profit, governmental, or other civic groups who serve the greater Arlington community must apply using the following form. Please note that if fees are being charged for fundraising purposes, the affiliate status and rental fee waiver will not be granted. Applicants may be eligible for other discounted non-profit rates according to Mason's schedule of event fees.

Applicants complete and submit a form for each new event – even if the applicant was previously approved for use as an affiliate. Forms for affiliate status are reviewed for approval by AED and all other events coordination and scheduling functions will be managed by Mason. Questions regarding the form or the Affiliate User Program should be directed to affiliates@arlingtonva.us and questions regarding the available space or event related considerations should be directed to arlevent@gmu.edu.

Be advised that your request to rent space at Mason's Arlington Campus as an Arlington Affiliate User may result in a waiver of rental fee only. Other fees may apply.

Please complete the following form and return a completed version to affiliates@arlingtonva.us

Organization Name:

Contact Person:

Address:

Phone:

Email:

What is the description and mission of your organization? Please include information about your organization's service to Arlington County and its residents. [100 words max]

What is the title and objective of your event? Who is your audience for the event?

Have you checked to see if the venue is available for your event?

What is the date and time of your event? (Affiliates groups may book space up to three months out from the date of their event to receive the rent-free benefit. If an affiliate group needs to book the event further in advance than three months, discounted nonprofit rates may apply. Please contact arlevent@gmu.edu for information.)

Date(s):

Time(s):

Are you charging a registration fee to attend this event?

Registration fees are being charged to participants to cover direct costs and no additional funds are being raised as a result of this event.

Registration fees are being charged to participants for fundraising purposes.

Registration fees are not being charged

Note: George Mason University requires all external organizations/users who host events or programs on campus to sign an event agreement/contract and to be insured for liability. Users must provide evidence of such coverage (certificate of insurance) to the office booking your event one week prior to the event. More information is available on our events page

<http://arlington.gmu.edu/events-scheduling/>

FOR STAFF USE ONLY

Approved: