



GEORGETOWN UNIVERSITY  
Alumni Association

## Robert & Bernice Wagner Alumni House Policies and Procedures

**Reservations:** To reserve space for your event please contact the Alumni House at [alumnihouse@georgetown.edu](mailto:alumnihouse@georgetown.edu) or 202.687.3604 to confirm the space is available on the day/time of your event. Fill out and return the [reservation form](#) which is required for all events/meetings.

Note: We need at least five business days' notice for any event outside for normal business hours (9:00 am to 5:00 pm). Hours for events, including set up and clean up, are between 7:00 am to 10:00 pm and staffing fees outside of normal business hours apply and are detailed below. Exceptions will be considered by management. Deposits are not required to secure a reservation. **Events must be approved prior to calendar reservations. We do not allow for personal events or events that do not focus on the betterment of Georgetown.**

**Rental Fees:** Rental fee for the use of the 1st floor of the Alumni House  
\$600 for certain Office of Advancement sponsored events  
\$900 for other approved use (GU Faculty/Staff/Student Clubs/Departments or Centers)  
\$1,500 for Alumni  
\$300 for pre-approved filming or special/limited student/club use  
N/A or no charge if prior approval is given for special/limited house use  
We do **not** waive any rental fees.

**Staffing Fee:** Please note there is a staff fee for events outside of normal business hours (M-F 9:00 am to 5:00 pm) will be charged at the rate of \$36.00 per hour.

**Cancellation:** **If you cancel your event within 15 days of the event date you will be charged a fee of one-half the room rental cost.**

**Alcoholic Beverages:** Alcoholic beverages may be served on our premises, but **alcohol may not be bought or sold**. Under no circumstances are alcoholic beverages to be served to persons under the age of 21. **Note: Red wine or red punch is not to be served at the Alumni House. Rose is acceptable.**

**Walk Through:** A walk through of the Alumni House is required prior to all event bookings. If using the AV system, it is important that you perform a test of your equipment. There will not be staff on site to assist with the system.

**Catering:** If your event is catered, you must make all your catering arrangements, including the delivery of equipment and food. Please let the caterer know how you want the rooms arranged or be present when the caterer arrives. **Staff are not responsible for knowing your set up and**

**cannot track you down the day of your event.** If you do not provide instructions and are not present, the caterer will set up as they see fit.

**Drop off Catering:** Any food that is dropped off on site without a caterer, will become the responsibility of the renter. All trash that you accumulate must be removed from the premises. The Alumni House has trash bins on site. However if those bins are full, you are responsible for the removal of trash.

**Music:** Please keep in mind that the Alumni House is located in a residential neighborhood: amplified noise, including the use of speakers, is not permitted at any time outside. Music must be played at a low to moderate volume at indoor events only. Alumni House staff do reserve the right to request that music be turned down or shut off if complaints arise.

**Equipment:** There is no charge for the use of the tables and chairs or the use of the AV system. **You will need to order linens through your caterer (any licensed caterer is allowed), or rent them from GEMS.**

**Available Equipment:**

- Five - 5 foot round tables
- Eight - 6 foot rectangular tables
- 60 chairs
- 10 high top tables

**Decorating:** If you wish to decorate your event space, please contact the Alumni House in advance for approval. No decorations, posters or other items may be attached to Alumni House walls.

**Room Arrangements:** Alumni House furniture (sofas) or wall furnishings may not be moved without permission of Alumni House operations staff. All event rental deliveries and pick-up must be done the same date of the event unless prior approval was granted by the Alumni House staff. The Georgetown University Alumni Association assumes no responsibility for injury incurred by customers and/or guests not following this procedure. A designated contact or staff person must be present at the Alumni House at your designated set-up and breakdown times. **The Alumni staff will have a staff member available for guidance, but it is the responsibility of the renter to make sure the event is set-up, cleaned, to supervise caterers and to direct guests. The Georgetown University Alumni Association is not responsible for any damage or loss of articles left in the Alumni House prior to, during or after your event.**

**Capacity:** The following capacities are suggested in the Seminar Room. \*Additional capacity is available with use of the patio outside (please reach out for information about tenting).

- Standing Receptions: 120 people
- Seated Dinner: 45 people
- Lecture: 60 people

**Parking:** Valet parking is recommended for all events over 100 people. Please note parking is very difficult to find in the area. We recommend the Southwest Parking Garage on campus even for events less than 100. Visit the website <http://transportation.georgetown.edu/driving-and-parking> for further details on local GU parking and prices.